

Loveland Center, Inc.
*Helping adults with developmental disabilities
live their lives to the fullest*

Job Description

Job Title: President/Chief Executive Officer
Reports To: Board of Directors
FLSA Status: Exempt
Approved By: Board of Directors
Approval Date: October 22, 2015

SUMMARY

Reporting to the Board of Directors, the President/CEO will have overall strategic and operational responsibility for Loveland Center and Loveland Village staff, programs, expansion, and execution of its mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Leadership & Management:

- Demonstrate and communicate a clear vision for Loveland Center, Inc.
 - Actively engage and energize Board members, staff, volunteers, event committees, partnering organizations, and funders.
- Develop and maintain a strong organizational culture based on Loveland Center's Unifying Values and Code of Ethics.
- Coordinate and implement ongoing organizational strategic planning, including the development and implementation of Loveland Center's Strategic Plan to move the mission forward and fulfill the vision of the organization.
 - Ensure the development and implementation of program evaluation systems and organizational processes to monitor outcomes and improve quality services.
- Serve as an ex-officio member of the Board of Directors.
 - Support the operations and administration of the Board of Directors by advising and informing its members, recommending policy, and providing clear and accurate reports for the Board to effectively monitor the organization's progress on the Strategic Plan.
- Develop and oversee an organizational structure that best moves Loveland Center's mission forward and fulfill its vision.
 - Hire, train, supervise and evaluate the Chief Staff Officers. Lead, coach, develop, and retain a high-performance leadership team in the implementation of Loveland Center's mission, vision, and organizational goals.
 - Delegate responsibilities as best to carry out Loveland Center's mission and Strategic Plan.

Finance

- Oversee and assure the continuation of sound financial management practices.

- Assist in budget development, and exercise general budgetary control to provide the highest quality services within the organization's financial means.
- Oversee the provision of all information required by statute and regulation to meet local, state, and federal mandates.
 - Assure Loveland Center's transparency in keeping with best practices of a 501(c)(3), nonprofit organization.

Fundraising & Communications:

- Oversee the implementation of the strategic development plan designed to raise needed funds for annual operating, capital projects, and endowment building.
 - Support the Board of Directors' commitment to being a fundraising Board by participating in the planning and provision of training, leadership and celebration of their successes.
- Serve as the official spokesperson for The Loveland Center, Inc. Promote the organization and advocate for people with developmental disabilities at all levels (individual; and local, state, and national public policies) to government and other funding agencies, the press, service recipients and their families, donors, and the general public.
 - ⊖ Oversee the creation of a strong brand in all aspects of communications—from web presence to external relations.
- Lead and oversee the organization's efforts to build partnerships in new markets, establishing relationships with the funders, and political and community leaders.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for replication

SUPERVISORY RESPONSIBILITIES

The President/CEO shall develop, lead and supervise the senior management team in moving the mission forward and serve as the prime role model for Loveland Center's values, code of ethics, mission and vision.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position.

EDUCATION and/or EXPERIENCE

The President/CEO will be thoroughly committed and passionately devoted to Loveland's mission, and have proven leadership, coaching, and relationship management experience.

Masters Degree preferred, with a proven track record of: at least three (3) years of senior management experience with a non-profit organization effectively leading an outcomes-based organization with performance-based measurements; and specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.

Unwavering commitment to quality programs and data-driven program evaluation.

Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.

Demonstrated skill in critical and strategic thinking.

Past success working with a Board of Directors with the ability to cultivate existing board member relationships.

Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.

Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills .

Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.

Ability to work effectively in collaboration with diverse groups of people.

Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

COMMUNICATION SKILLS

Must have excellent interpersonal and communication skills using the English language. Demonstrates the ability to: read, analyze, and interpret the most complex documents; respond effectively to the most sensitive inquiries or complaints; write speeches and articles using original or innovative techniques or style; communicate effectively at multiple levels within the company; make effective and persuasive speeches and presentations on controversial or complex topics to the Board of Directors, public groups, governmental agencies, prospective donors and funders, etc.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office environment with frequent sitting, walking, and standing, and occasional climbing, stooping, kneeling, and balancing. Frequent use of eye, hand, and finger coordination enabling the use of office machinery. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.