

Vera Lloyd Presbyterian Family Services, Inc.
JOB DESCRIPTION

Job Title: Chief Executive Officer
Classification: Salaried, Full-time, Exempt
Department: Administration
Reports to: The Board of Directors

Job Summary: The Chief Executive Officer (CEO) is hired by and reports to the Board of Directors of Vera Lloyd Presbyterian Family Services. With the assistance and support of the Chief Administrative Officer/CFO, Director of Development and Director of Residential and Clinical Services, the CEO is responsible for implementing the strategic goals and objectives to fulfill the mission of Vera Lloyd Presbyterian Family Services, Inc. and all its programs. The CEO is ultimately accountable for the effective and efficient operation of the agency. The CEO serves and cultivates the Board of Directors and is responsible for keeping them informed on the status of agency programs, personnel, finances and such other matters.

PRIMARY DUTIES AND RESPONSIBILITIES:

The primary duties of the CEO fall within the broad categories of: Program Management; Fiscal and Physical Plant Management; Personnel Management; Constituency, Board and Public Relations.

PROGRAM MANAGEMENT DUTIES AND RESPONSIBILITIES:

1. In cooperation with the Director of Residential and Clinical Services and Director of Development, provide programs that will serve client needs in keeping with the mission of the agency.
2. In cooperation with the Director of Residential and Clinical Services evaluates the effectiveness of the programs.
3. Represents the program needs of the agency with the appropriate state departments, relevant regulatory agencies, and both Presbyteries ensuring solid relationships are developed and built upon in accordance with the agency mission and foundation missions.
4. Provides leadership to ensure continuing accreditation and quality assurance.

FISCAL & PHYSICAL PLANT MANAGEMENT DUTIES:

1. With the CFO, Director of Development, and Director of Residential and Clinical Services oversees development of an annual budget for the agency's programs and activities that reflect the goals of the agency.
2. With the leadership of the Director of Development, provides resources adequate to ensure the "margins of excellence" in delivery of programs and services and growth of the endowment.
3. Ensures the Director of Residential and Clinical Services responds to Requests for Proposals (RFP) to secure funding in support of agency goals and objectives.
4. Through the Director of Residential and Clinical Services and CFO, provides leadership in management of the physical assets of the agency including campus facilities and trust timber holdings.
5. Through the CFO, administers the budget and fiscal affairs of the agency in accordance with the financial policies of the agency.

PERSONNEL MANAGEMENT DUTIES:

1. Provides leadership that builds camaraderie and team spirit among the staff and ensures clarity of objectives and purpose for the staff.
2. Recruits and develops an effective Executive and Administrative staff capable of achieving the goals and objectives of the agency.
3. Ensures adequate and ongoing training is made available for all Administrative staff as it pertains to hiring, training, coaching and teamwork of direct reports.
4. Holds the supervisors responsible for setting criteria for performance standards and evaluation measurements for the staff with annual reviews of performance.
5. Sets criteria and appropriate compensation and benefit programs for the staff.
6. Oversees and conducts personnel reviews of the Chief Financial Officer, Director of Development, Executive Assistant/CQI Coordinator and Director of Residential and Clinical Services.

CONSTITUENCY, BOARD AND PUBLIC RELATIONS DUTIES:

1. Works with the Director of Development to build, expand and maintain external relations with funding sources including individuals, corporations, foundations and churches.
2. Represents the Agency with professional organizations that relate to the welfare of children, youth and families in furthering the goals of the agency and its clients.
3. In cooperation with the Director of Development, enhances the image of the agency to all constituent groups.
4. In cooperation with the Director of Development, serves as the primary contact

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to establish and enhance relations with major donors and assist in fundraising activities that nurture those relationships.

5. Maintains open communication with the Board of Directors.
6. In cooperation with the Board Chair is responsible for planning the meetings of the Board of Directors.
7. With assistance from the Executive Staff and the Board of Directors, the CEO implements and periodically updates a strategic plan/vision for the agency, taking responsibility for leading the Board of Directors in fulfilling the mission and vision of the agency.
8. Participates in the recruitment of new members of both the Agency and Foundation boards working to recruit directors with skills and attributes as per accreditation standards and who can counsel the CEO in their specific areas of expertise.
9. Performs other duties from time to time as may be assigned by the Board.

OTHER DUTIES:

1. Follows all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other board/commissions that the agency relates to professionally.
2. Adheres to all Agency policies and procedures.
3. Other duties as necessary.

Essential job functions: *All duties and responsibilities are designated as ADA essential functions and must be performed in **this** job. This job description contains no known secondary functions.*

Professional Skills and Personal Characteristics:

1. Dedication to confidentiality in all areas and in all dealings
2. Be a person of high morals and integrity, both personally and professionally
3. Have a willingness and desire to work as a team
4. Be a positive advocate for the Agency and honor its mission in all dealings
5. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions
6. Be professional and enthusiastic at all times; have a professional appearance.
7. Highly organized with an attention to detail
8. Exhibits responsibility and adaptability through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently
9. Communicates effectively verbally and in writing

Minimum Qualifications:

1. Bachelor's degree in management, human resources, finance, social service delivery or related field.
2. Minimum of 5 years of senior management experience, with a proven track record in nonprofit leadership. Demonstrated fundraising experience including cultivating, soliciting and stewarding individual donors and corporations for major gifts.
3. Successful track record for achieving results and creating a culture aligned to growth and dedication of staff.
4. Ability to understand and interpret financial statements. Familiarity with not-for-profit funding.
5. Possess skills necessary to negotiate contracts with government agencies and other service providers.
6. Demonstrates necessary knowledge and skills to perform the job duties, keeping current with new and best practices
7. Successfully passes initial and random drug screenings
8. Basic knowledge of office equipment; ability to produce and maintain records utilizing various software programs as necessary.
9. Possess a valid driver's license and meet all criteria set forth in the DHS' vehicle safety program.
10. Day, night and weekend work as required
11. Ability to supervise and train
12. Successfully passes initial background screening: must be free from convictions outlines in A.C.A §9-28-409 (e) (A-CC) and be free from substantiated finding of abuse or neglect of children or the elderly.

Preferred Qualifications:

1. Advanced degree in management, human relations, or related field.
2. Experience in the not-for-profit sector at the executive level.
3. Experience in the Social Services sector
4. Experience in developing government agency relationships
5. Complete understanding of HIPAA and a working knowledge of Medicaid services

Other:

1. This position will have a six-month probation period.
2. This position description will be reviewed annually as part of an annual performance evaluation.
3. Regular and consistent attendance is a condition of continuing employment.