



Chief Executive Officer Job Description

Reports to:	Board of Directors
FLSA Status:	Exempt
Hours per Week:	Up to 40 hours per week
Compensation:	Determined by the Board of Directors based on a Non Profit Compensation Comparison

Position Description: The Chief Executive Officer provides overall leadership, strategic direction and ensures organizational accountability. Responsibilities include the overall management of the organization's programs, services, personnel, contracts, and assets in compliance with applicable California laws and regulations.

Primary Job Duties:

- Establishes, refines and implements the vision and strategy of the organization
- Oversees program planning, development and implementation
- Oversees community and public relations as spokesperson & ambassador
- Maintains sound human resource policies and practices according to authorized personnel policies and procedures in accordance with local and state regulations
- Oversees comprehensive review of programming evaluation to ensure GNB S meets its outcomes and Quality Management standards
- Oversees the development and implementation of GNB policies and procedures (financial, programmatic, outreach, fundraising, personnel, etc.)
- Oversees the annual self assessment of the organization which includes the analysis of performance indicators for business functions and service delivery (effectiveness of service, efficiency of services, access to services and satisfaction with services)
- Reviews performance indicators related to the mission and core values of the organization and quality improvement. Review progress quarterly
- Acts as a liaison to the Board of Directors and funding sources
- Presents the organizational budget to the Board of Directors for review and implementation
- Recruit, coordinate and facilitate Advisory Board Meetings
- Regularly assesses changes in the program and collaborations; oversees program changes and innovations as appropriate and in accordance with the strategy of the organization
- Encourages and supports staff involvement in identifying, recommending, and implementing program changes
- Supports staff in executing a best practices model program
- Maintains the financial health of the organization through sound fiscal controls; produces and monitors and project budgets providing oversight of all accounting systems and procedures

- Oversees the budgeting process
- Oversees the development, marketing, and distribution of effective external communications and educational materials
- Assures the organization and its mission, programs, products and services are consistently present in strong, positive images relevant to internal and external stakeholders
- Develops, implements and maintains program policies and procedures, insuring that the program and facilities are in compliance with applicable sections of Title 17 & 22 California Code of Regulations and other regulatory obligations
- Represents GNB in all governmental and regulatory matters to ensure the organization is aware of how current and future legislation impacts the service delivery system
- Negotiates contractual agreements with funders and oversees fundraising

The job duties outlined in this job description in no way states or imply that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor or the management of the agency.

Job Specifications

The Chief Executive Officer shall possess the following minimum qualifications:

- Bachelor's Degree in social services or business or related field; or 5 years experience in the management of a human services delivery system
- Good oral and written communication skills
- Experience developing programs and managing a budget
- Evidences good leadership and team building skills
- Strong level of influence and negotiation skills
- Ability to exercise effective judgment, sensitivity, creatively to changing needs and situations
- Demonstrated understanding of best practice protocols as they relate to residential youth programs, judicial involvement, behavioral and mental health challenges.
- Ability to provide effective supervision, lead a team and be a support to staff
- Have an understanding of developing and implementing strategy; strategic planning experience
- Strong organizational development, management, and planning skills
- Excellent written and oral communication skills that are effective with diverse stakeholders
- Experience managing complex, multiple projects
- Has current TB Clearance, certifications in First Aid/CPR, Valid California Drivers license, clean DMV printout and current registration and insurance
- Is able to pass a background check and has fingerprint clearances
- Exceptional organizing and prioritizing skills
- Political savvy, diplomacy, and negotiation skills
- Track record in recruiting, developing and retaining diverse staff
- Ability to represent GNB in a professional manner at all times
- Respects the cultural and logistic values of internal and external stakeholders including residents, their Circle of Support members, probation staff and community collaborators

To perform the job successfully, an individual should demonstrate the following

competencies:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions
- **Customer Service** - Responds promptly to stakeholder needs; Solicits stakeholder feedback to improve service. Responds to requests for service and assistance; Meets commitments.
- **Teamwork** - Contributes to building a positive team spirit
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; follows best practices as it relates to social service
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks; Develops realistic action plans and timelines
- **Adaptability** - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events
- **Innovation** - Generates suggestions for improving work; Develops innovative approaches and ideas

Physical Demands:

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. While performing the duties of the job, the employee is required to:

- Regularly talks or hears up to 8 hours a day;
- Regularly sit, type, and use the mouse up to 8 hours a day;
- Regularly sit and stand from chair up to 25 times a day
- Ability to lift up to 25 pounds (anything over 10 pounds requires the use of a weight belt)
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally stand, walk, use hands to finger, handle or feel, and reach with hands and arms;
- Kneel, crouch, squat, crawl, and twist upper body, grasp, and run, in order to perform essential duties of this position.
- Occasionally climb stairs
- Occasionally get in and out of car up to 6 or 7 times a day;
- Occasionally drive in dry and wet weather, usually during day light hours, but occasionally in the evening hours

Work Environment:

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Work indoors/outdoors in all types of weather conditions, dependent on resident and staff's needs.
- Work under conditions of possible assaultive behaviors of residents (including property destruction, gang involvement and AWOL).

Greater New Beginnings Youth Services is proud to be an equal opportunity employer. Employment, evaluations and wages are based on the qualifications of an applicant and her/his ability to perform the duties listed in this job description without regard to race, religious creed, gender, national origin, ancestry, disability, age, marital status, sexual orientation, medical condition or any other characteristic protected from discrimination by federal, state or local law. Program staff, consultants, and volunteers are screened according to internal and national standards and practices.

I agree to the above mentioned job duties and responsibilities and understand the duties for my position.

Print Name	Signature	Date