



POSITION ANNOUNCEMENT

TITLE: Chief Executive Officer (CEO)

REPORTS TO: Board of Directors

Primary Mission & Purpose

The Chief Executive Officer is responsible for implementing the strategic goals and objectives of the organization, assisting the board president (chair) in enabling the board to fulfill its governance function and to provide direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives through the overall development and operation of the Communities In Schools—Heart of Texas (CIS-HOT) program. Critical to CIS-HOT success is the CEO's ability to implement quality community partnerships, maintain and expand development sites, and provide quality youth programming services.

Qualifications

Minimum Education & Professional Experience:

- Master's Degree in relevant field and/or equivalent professional experience
- Five years of experience managing or directing a fast paced, high energy, growth oriented governmental, non-profit or for-profit sector service delivery organization preferred
- Experience securing and maintaining funds, as well as experience planning, directing and expanding an organization's program and budgets
- Experience working with a Board of Directors

Major Responsibilities and Duties

Board of Directors Coordination:

The Chief Executive Officer is responsible for coordinating all financial and programmatic operations with the Board of Directors. This includes the assurance that all members are informed of budgetary issues, program status and fundraising opportunities. Positive and transparent communication to and from the Board is critical to the success of CIS-HOT.

Employee Leadership, Development and Management:

The Chief Executive Officer is responsible for overseeing the hiring of qualified staff for all CIS-HOT positions, and is ultimately responsible for managing employee duties to ensure personnel receive appropriate supervisory encouragement, support, teambuilding and professional development, and appropriate levels of autonomy to perform duties well. Employees must be well-poised to deliver services in the areas of academic support (to include college and career readiness), health and human services, counseling and support, parent and family engagement, and holistic enrichment.

Program Development:

The Chief Executive Officer is responsible for developing and implementing (and/or overseeing the development of) all programmatic efforts, to include producing the Annual Operations Plan, Five Year Strategic Plan, Resource Development Plan, Mid-Year Report and the Annual Final Report. The CEO is further responsible for ensuring the timely submission of all necessary reports to internal and external authorities.

Program Operation:

The Chief Executive Officer is responsible for ensuring that personnel follow all Board-approved policies. The individual is responsible for the assurance that all staff members comply with established plans such as Fiscal Controls, Volunteer Plan, Self-Evaluation Plan and File Maintenance Plan. Importantly, the CEO must ensure compliance with any Federal, State, granting-authority, or other condition required of CIS-HOT.

Fundraising and Grant Writing:

The Chief Executive Officer is responsible for overseeing grant development efforts to foundations, corporations, and state and federal funders, and for overseeing fundraising effort to secure resources required to achieve organizational strategic goals. Attention should be paid to cultivating and securing mission-driven funding for exiting programs and new initiatives.

Fiscal Controls and Budget Management:

The Chief Executive Officer is responsible for overseeing the CIS-HOT budget, to include drafting, securing board approval, monitoring expenditures and revenues, and ensuring accounting, budgetary and compliance best practices are followed. The CEO shall advise the board of strategic-minded fiscal improvement opportunities that may strengthen CIS-HOT.

Crucial Knowledge, Skills & Abilities:

- Demonstrate a passion for the Communities in Schools mission and those it serves, and role-model a commitment towards the CIS-HOT mission for staff, board and volunteers
- Ability to exercise board delegated discretion over all aspects of CIS-HOT daily operations, to include using discretion and independent judgment on significant business, personnel, and financial matters and successful accomplishment of fundraising and grant-writing goals
- Serve as the primary public relations face for CIS-HOT in a compelling and competent manner by demonstrating strong organizational, communication, and interpersonal skills
- Establish and maintain strong links with school districts, social service agencies, foundations and other partners to ensure CIS-HOT's quality reputation and community presence
- Develop and lead a diverse team with wide-ranging responsibilities and expertise
- Ensure CIS-HOT remains well-equipped with technology to increase CIS-HOT's digital presence (social media) and foster employees' ability to work efficiently, while also enabling community members to become aware of and benefit from CIS-HOT services
- Ability to use computer and related software, donor tracking and accounting tools, FAX machine, copier, digital projector, digital camera and other specialized equipment necessary to complete duties

Note: The foregoing Minimum Qualifications, Major Responsibilities & Duties, and Special Knowledge, Skills & Abilities do not represent an exhaustive list. Other mission-appropriate duties may be assigned as needed to ensure successful CIS-HOT operations.

To apply, submit resume and cover letter to hr@cis-hot.org