



## Job Description

### **Job Title**

**Chief Executive of External Relations (CEER)**

### **FTE**

**1.0**

### **Reports To**

Board of Directors

### **Position Description**

This position is responsible for providing leadership and oversight of all organizational external relationships including: partnerships, funding and sponsorship opportunities, communications, marketing, brand management, product and program development including tools/ products, and research and evaluation. This position is also responsible for working in partnership with the Chief Executive Officer (CEO) to ensure the achievement of Casa de Esperanza's mission, goals, and objectives.

### **Position Scope**

- Fund Development
- Fundraising
- Sponsorships
- Communications—internal and external
- Marketing
- Board Relations
- Product Development
- National Partnerships
- Program Development—new initiatives
- Other duties as assigned.

### **Position Functions**

- *Leadership*
  - Work closely with Board of Directors, Chief Executive Officer and members of the Management Team to ensure a fully functioning, streamlined, and nimble organization.
  - Work with the CEO and the Management Team to ensure that all areas of the organization are working in partnership as needed to achieve annual goals and objectives.
  - Provide secondary support to the Board of Directors, including at least monthly communication focusing on all the position functions.
  - Participate as a member of the Executive Committee.
  - Represent the agency initiatives, partnerships, policy boards, etc. that are national in scope.
  - Serve as primary spokesperson for the organization' with funders, domestic violence organizations, media outlets, and other key constituency groups.
  - Provide direction and leadership to the Management Team.
  - Support an atmosphere for open communications.
  - Support the program development priorities of the organization, including cultivating outside relationships, expertise, connections, and support as needed.

- *Management*
  - Ensure that all external functions of the organization, including fundraising, communications, marketing, national partnerships, and product/program development reflect the organization's mission and strategic goals and objectives.
  - Provide direct supervision of the Communications Associate, Grant Writer/ Fundraiser, Marketing Specialist, and the Executive Assistant. Recruit, interview, hire, and evaluate performance in a timely manner.
  - Ensure the development, implementation, and evaluation of annual work plans and budgets.
  - Ensure an appropriate technological reporting structure for donors, foundations, marketing/communications materials, and board of director meetings.
  - Support the board of directors committees, planning, and work plan development as needed.
  - Other duties as assigned.

### **Qualifications**

- Education and Experience
  - Graduate degree in related field.
  - or
  - Minimum 10 years education and/ or progressive management experience.
  - Executive leadership position with organization of comparable budget, staff, and program size and complexity preferred.
- Skills and Abilities
  - Ability to forge consensus through demonstrated leadership
  - Attention to and understanding of diverse stakeholder needs
  - Ability to work well and support the board of directors
  - Bilingual (Spanish/English) preferred.
  - Demonstrated superior skills in effective oral and written communication in English.
  - Demonstrated excellent interpersonal and collaborative skills.
  - Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
  - Knowledge of and ability to use computers and other resources to effectively accomplish work.
  - Ability to model behavior consistent with the Casa de Esperanza mission.
  - Knowledge of Latino communities and domestic violence issues preferred.

### **Working Conditions**

- Casa de Esperanza strives for a fully inclusive work environment and does not discriminate on the basis of race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, or marital status.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.