



Job Description

Job Title

Chief Executive Officer (CEO)

FTE

1.0

Reports To

Board of Directors

Position Description

This position is responsible for providing leadership and oversight of all organizational programming and internal operating functions. This position will provide leadership and support to the organization's key local collaborative and partnership efforts. This position is also responsible for working in partnership with the Chief Executive of External Relations (CEER) to ensure the achievement of Casa de Esperanza's mission, goals, and objectives.

Position Scope

- Programs/Program Development
- Finance
- Board Relations/Board Development
- Training—internal and external
- HR/Benefits
- Office and Technology
- Volunteer Management
- Local Collaborations/Partnerships
- Other duties as assigned

Position Functions

- *Leadership*
 - Work closely with Board of Directors, Chief Executive of External Relationships (CEER), and members of the Management Team to ensure a fully functioning, streamlined, and nimble organization.
 - Work with the CEER 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 primary support to the Board of Directors, including regular communication on organizational/programming goals and accomplishments; board/committee meeting planning; and recruitment of board members.
 - Communicate with Board of Directors regarding trends, legislative activity and other issues that affect the agency.
 - Participate as a member of the Executive Committee.
 - Represent the agency in initiatives, partnerships, various community boards, etc.
 - Serve as a spokesperson for the organization to the community, other organizations, and the media as needed.
 - Provide direction and leadership to the Management Team as needed.
 - Support an atmosphere for open communications.

- Support the fund development priorities of the organization, including cultivating positive relationships with donors and funders as needed.
- *Management*
 - Ensure that all internal functions of the organization, including direct/indirect program services are fully operational and reflect the organization's mission and strategic goals and objectives.
 - Provide direct supervision of the Director of Programs, Family Advocacy Manager, and Finance Manager, and indirect supervision of the Executive Assistant. Recruit, interview, hire, and evaluate performance as needed/required.
 - Ensure the development, implementation, and evaluation of annual programmatic and financial work plans and budgets.
 - Ensure effective documentation and reporting processes are in place across the organization and between executive staff and the board of directors.
 - Support the board of directors committees, planning, and work plan development.
 - Other duties as assigned.

Qualifications

- Education and Experience
 - Graduate degree in related field.
 - or
 - Minimum 10 years progressive management experience.
 - Executive leadership position with organization of comparable budget, staff, and program size and complexity preferred.
 - Experience in the domestic violence field or related fields requiring the practice of individual and systems advocacy.
- Skills and Abilities
 - Attention to and understanding of diverse stakeholder needs.
 - Ability to work well and support the board of directors.
 - Bilingual (Spanish/English).
 - Excellent written, verbal and interpersonal skills.
 - 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.

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.