

**Job Description**

**Position Title:** Chief Executive Officer **Reports to:** Board of Directors

**Status:** FT/Exempt **Date: June 2019**

**Reporting to this position:** Program Directors and Business Managers

# Job Summary

The CEO is the chief executive of LifePath Christian Ministries and, in partnership with the Board, is responsible for the success of the Organization. The CEO is responsible for implementing strategic initiatives that will ensure achievement of the ministries' goals and objectives. The CEO is responsible for overseeing management of resources, staff, volunteers, and programs.

The CEO ensures LifePath Christian Ministries' relevance to the community, the accomplishment of LifePath Christian Ministries' mission and vision, and accountability to its diverse constituents.

The CEO is responsible for management and day-to-day operations to the Chief Executive Officer, they have the authority to carry out these responsibilities, in accordance with the direction and policies established of the Board.

# Doctrinal Statement

In accordance with Article 6 of the Bylaws for LifePath Christian Ministries, the CEO will, in all matters, conduct his/her work to advance the Kingdom of God through the Gospel of Jesus Christ.

# Accountabilities

## Legal Compliance

* 1. Ensures conformity with all legal and regulatory documents and monitors compliance with relevant laws and regulations.

## Mission, Policy and Planning

* 1. Helps the Board determine values, mission, vision, and short and long-term goals.
  2. Helps the Board monitor and evaluate the ministry's relevancy to the community, its effectiveness, and its results.
  3. Keeps the Board fully informed on the condition of the Organization and on all important factors influencing it.
  4. Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation.
  5. Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making.
  6. Recommends policy positions.
  7. Keeps informed of developments in human services, not-for-profit management and governance, philanthropy and fund development.

## Management and Administration

* 1. Provides oversight of all Organizational activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
  2. Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
  3. Assures a work environment that recruits, retains and supports quality staff and volunteers.
  4. Assures process for selecting, development, motivating, and evaluating staff and volunteers.
  5. Recommends staffing and financing to the Board of Directors. In accordance with Board action, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
  6. Specifies accountabilities for management personnel (whether paid or volunteer) and evaluates performance regularly.

## Governance

* 1. Helps the Board articulate its own role and accountabilities, this includes committees and individual members, and helps evaluate performance regularly.
  2. Works with the Board President / Chair to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
  3. With the Board President / Chair, focuses Board attention on long-range strategic issues.
  4. Manages the Board’s due diligence process to assure timely attention to core issues.
  5. Works with the Board officers and committee chairs to encourage peak engagement of each Board member.

## Financing

* 1. Promotes programs and services that are cost-effective, employing economy while maintaining an acceptable level of quality.
  2. Oversees the fiscal activities of the organization including budgeting, reporting and audit.
  3. Works with Board to ensure financing to support short and long-term goals.
  4. Assures an effective fund development program by serving as the chief development officer or hiring and supervising an individual responsible for this activity.
     + Helps guide and enable the Board, its fund development committee(s) and its individual Board members to participate actively in the fund development process.
     + Helps the Board and its development committee design, implement and monitor a viable fundraising plan, policies and procedures.
     + Participates actively in identifying, cultivating and soliciting donor prospects.
     + Assures the availability of materials to support solicitation.
     + Assures the development and operation of gift management systems and reports for quality decision-making.

## Community Relations

* 1. Facilitates the integration of LifePath Christian Ministries into the fabric of the community by using effective marketing and communications activities.
  2. Acts as an advocate, within the public and private sectors, for issues relevant to LifePath, its services and constituencies.
  3. Listens to clients, volunteers, donors and the community in order to improve services and generate community involvement. Assures community awareness of LifePath Christian Ministries’ response to community needs.
  4. Serves as chief spokesperson for LifePath Christian Ministries, assuring proper representation of LifePath to the community.
  5. Initiates, develops, and maintains cooperative relationships with key constituencies.
  6. Works with legislators, regulatory agencies, volunteers and representatives of the not- for-profit sector to promote legislative and regulatory policies that encourage a healthy community.

# Physical Demands/Working Conditions:

This is a high-stress position, fully responsible for LifePath Christian Ministries’ operations. Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues.

Maintain a flexible work schedule to meet the demands of executive management. Hours may be long and irregular. Conveys a professional and positive image and attitude regarding LifePath Christian Ministries in the not-for-profit and for-profit sectors.

# Qualifications:

* A Bachelor’s Degree is required with a minimum of 3 years’ experience in a senior management position. As chief executive officer, this individual demonstrates critical competencies in four broad categories: commitment to results, business savvy, leading change, and motivating.
* Commitment to results: The Executive Director is a systems thinker who is customer focused and goal driven. This individual identifies relevant information and helps transform this information into individual and organizational knowledge and learning.
* The chief executive is action oriented and innovative. S/he translates broad goals into achievable steps. S/he anticipates and solves problems and takes advantage of opportunities, is a self-starter and team player.
* Business savvy: This position requires an individual with knowledge of and experience in management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management.
* Knowledge in the following areas is required: human services, finance and personnel; oral and written communications; planning and evaluation; and governance.
* Some experience in the field of philanthropy, not-for-profit management and governance, and community relations is preferred. Knowledge of fund development is also preferred.
* A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.