

SUBMIT ALL APPLICATIONS/RESUMES TO EMAIL:GeorgeJamison42@gmail.com



Chief Executive Officer

Department: Corporate

FLSA Status: Exempt

Grade/Level: 318

Work Schedule:

Monday through Friday

May require some weekend and evening work.

Job Status: Full Time

Reports To: Action Pathways, Inc. Board of Directors

Amount of Travel Required: 15%

Direct reports:

Chief Operating Officer

Chief Financial Officer

Agency Advancement Director

Second Harvest Food Bank Director

Human Resource Director

Senior Executive Assistant

Revised: 8/6/18

POSITION SUMMARY

The Chief Executive Officer is responsible for implementing the strategic goals and objectives of the organization. Assist the Chairman to enable the Board to fulfill its governance function. The CEO gives direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives by performing the following duties personally or through subordinate directors.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations.

Essential Functions Statement(s)

Level of Performance:

The Chief Executive Officer is at the helm of Action Pathways, Inc., ensuring the organization is in compliance with all laws and regulations, meets contract performance expectations, prudently manages finance and risk, and provides transparent leadership to reassure stakeholders that the mission will be fully accomplished. The CEO is charged with advising the Board of Directors on governance issues.

Board Administration

- Supports operations and administration of Board of Directors by advising and informing Board members. Interfaces between Board and staff, and Board and regulatory bodies.

- Plans and directs all investigations and negotiations pertaining to mergers, joint ventures, the acquisition of businesses, or the purchase or sale of major assets with approval of the Board of Directors.
- Establishes current and long range goals, objectives, plans and policies, subject to approval by the Board of Directors.

Financial

- Oversees the adequacy and soundness of the organization's financial structure and operations, including risk management.
- Recommends annual Budget for Board approval. Manages organization's resources within budgetary guidelines according to current regulations and contract or grant conditions.

Human Resource

- Effectively manages the human resources of Action Pathways, Inc. in accordance with employment laws and agency personnel policies and procedures.
- Ensures employees of agency have equal access to training, professional development and career growth opportunities.

Program and Service Delivery

- Plans, coordinates, and controls the daily operation of the organization through the organization's directors or managers.
- Provides guidance, direction, and authorization to carry out major plans, standards, and procedures, consistent with established policies and Board approval.
- Meets with organization's directors or managers to ensure that operations are being executed in accordance with the organization's policies, plans and requirement of grantors.
- Reviews results of the organization operational procedures, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct areas that are unsatisfactory

• Communications and Public Relations

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- Ensures that Action Pathways, Inc. and its mission, programs, and services are consistently and positively presented in strong images to relevant stakeholders and the community as a whole.
- Establishes and maintains an effective system of communications throughout the organization.
- Represents the organization with the community; private and public business establishments; Federal, state and local public officials and representatives; and the general public.

Fundraising

- Oversees fundraising planning and implementation. Identifies resource requirements, delegates research of funding sources, establishes strategies to approach funders with proposals and administers fundraising records and documentation.
- Ensures compliance with IRS and other laws regulating non-profit fundraising.

Supervisory Responsibilities

The Chief Executive Officer is responsible for the overall direction and management of Action Pathways, Inc. operations and directly supervises senior executives who manage programs and departments. He or she carries out supervisory responsibilities in accordance with ACTION PATHWAYS's policies and applicable laws. Responsibilities include approving the hiring, promotions, adverse employment actions, and termination of all ACTION PATHWAYS staff. Training and orientation programs for employees; planning, directing work; appraising

performance, rewarding and disciplining direct reports; addressing complaints and resolving problems are duties of the CEO.

The Chief Executive Officer reports to the Board of Directors as the Board is the governing body..

Disclaimer

The duties and responsibilities herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of a person in this position. Related duties may be assigned by the Board of Directors. All duties are to be performed in conformance with agency policies and procedures and applicable laws and regulations.

POSITION QUALIFICATIONS

Competency Statement(s)

- *Accountability* - Ability to accept responsibility and account for his/her actions.
- *Analytical Skills* - Ability to use thinking and reasoning to solve a problem.
- *Conceptual Thinking* - Ability to think in terms of abstract ideas.
- *Ethical* - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- *Judgment* - The ability to formulate a sound decision using the available information.
- *Leadership* - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- *Management Skills* - Ability to organize and direct oneself and effectively supervise others.
- *Relationship Building* - Ability to effectively build relationships with customers and co-workers.

SKILLS & ABILITIES

Education: Master's Degree in Management, Non Profit Administration, Sociology or related field required. Terminal degree in a related field preferred.

Experience: Four to ten years related experience in administering multi-faceted program services with fiscal responsibilities of ten million dollars or more with progressive leadership preferred.

Computer Skills

Must be proficient in Microsoft office suite, On-line technology..ie Social Media, Internet) and knowledgeable of various software to include accounting, human resource management, etc.

Other Requirements

Employee must be familiar with the needs of the community, particularly the low income population and with existing resources.

A CEO must be familiar with government contracts, regulations and agencies.

Must be able to read and understand not for profit financial revenue and expense statements and have the ability to prepare or revise program budgets as needed.

Must be able to work closely with independent auditors and to understand and explain annual audits to board members and the public.

STANDARD OF CONDUCT

Standards of the agency require employee to recognize and be sensitive to the cultural, ethnic, and social diversity among the population served and the community at large, including employees, Board members, and vendors.

Confidentiality is an essential function.

All employees must be tactful and courteous when representing the agency with the general public.

Executives are expected to generate a focused approach to continuous quality and performance improvement in a transparent environment.

AT-WILL STATEMENT

This job description is not an employment agreement or contract. The Board of Directors has the exclusive right to alter this job description at any time without notice.

Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may end the employment relationship at any time, with or without cause.

SAFETY POLICIES AND PRACTICES

The employee must be knowledgeable about and enforce agency safety policies and practices as described throughout agency written program plans, standard operating procedures and personnel policies and procedures.

PHYSICAL DEMANDS

The physical demands describe 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 of the position.

Physical Demands

Stand	O (Occasionally)
Walk	O (Occasionally)
Sit	F (Frequently)
Handling / Fingering	O (Occasionally)

N (Not Applicable) Activity is not applicable to this occupation.

- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Color)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Action Pathways, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by the Board of Directors as deemed appropriate. This document does not represent a contract of employment. ACTION PATHWAYS reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Revised: 8/2018

Employee's Signature

Human Resources Representative

Date