



of Jacksonville

**Position Title:** President & CEO

**Compensation:** This is a full-time position with salary commensurate with experience and a benefits package that includes health care, paid vacation/sick/holiday time, and a 401(k)-retirement plan.

**Job Classification:** Exempt, Full-Time Employee scheduled to work 40 or more hours per week. This position includes travel and out of the office appointments.

**Reports to:** The Board of Directors

### **Position Summary**

The President & CEO of Girls Inc. of Jacksonville will provide visionary and strategic leadership to the Board of Directors, staff, and volunteers of Girls Inc. of Jacksonville to help fulfill the organization's mission of providing research-based academic, health and wellness, and life skills programs to girls currently in grades K-12. In addition, the President & CEO will work to ensure that the organization has a strong infrastructure and business model to support the organization's controlled growth, based on a sound strategic growth plan, funding sources and community collaborations and partnerships that she helps secure. The President & CEO will oversee the daily operation to include staff, program, fund development, administrative, financial and facility oversight, and will work to ensure that all board and organizational policies, procedures and practices are defined and administered in a timely, fair and consistent manner in alignment with the organization's core values.

### **Essential Functions**

- Facilitates continuous and healthy growth by engaging the team in long-range strategic planning for achieving its mission and evaluates progress towards the organization's goals.
- Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff and carries out Board authorized policies and plans.
- Plays a key role in revenue development, grant writing, and donor cultivation and stewardship. Increases and manages a portfolio of major donors and supporters of the organization.
- Works to ensure the financial health and sustainability of the organization.
- Develops and manages the annual budget in conjunction with the Board.
- Working in partnership with the Board of Directors, builds and maintains relationships with key community stakeholders and existing donors, and works to secure new donors and partners, as the avenue to secure consistent and reliable funding streams for the organization.
- Actively participates in the development of plans and budgets for the finance committee; operates within the approved budget.
- Provides visionary and strategic leadership and management towards maintaining a strong, positive, collaborative, and inclusive organizational culture.

- Serves as the lead spokesperson for the organization in media venues and opportunities.
- Ensures that sound human resource practices are used to include job descriptions for all personnel, annual performance appraisals, ongoing coaching, mentoring and professional development trainings.
- Oversees the recruitment, employment, training and release of all paid and unpaid personnel.
- Confers regularly with the Board President. Works as a team with the president in implementing board decisions, in coordinating work of the board of directors, in developing board goals and long-range planning, and in reviewing progress towards goals.
- Assists the Board President in planning and preparing board agendas. Supplies background information, such as definition of alternatives and their implications, and clarification of issues.
- Attends Board of Directors meetings, in a non-voting capacity, serving as a consultant. Makes reports on progress, major problems, and review of staff work.
- Serves as a consultant on all board committees, including ad hoc committees or task forces; facilitates coordination of staff work as related to committees in order to avoid overlap or gaps in progress toward accomplishment of goals.
- Assists in the identification and recruitment of new board members to ensure a pipeline of qualified candidates to support the organization's accomplishment of its strategic vision and goals.
- Works closely with the Board President and the Board of Directors to seek advice and guidance from Girls Inc. National, and to reflect and implement all national program goals and organization/mission strategies as are relevant to the local organization and the community in which the organization operates.

### **Program Responsibilities**

- Ensures staff maintains contacts with girls and their parents, as able, and stays aware of their needs and concerns.
- Evaluates the health and sustainability of each program by evaluating data such as risk of school and community partnerships, number of girls actively participating in programs and funding needed to support and expand programming.
- Stays attune to legal, government compliance and school board policies that may affect programming.
- Insures alignment with National Girls Inc's goals, expectations, and best practices.
- Keeps up to date on developmental needs and interests of girls individually and in groups.
- Ensures that programs are diversified, innovative and reflect all components of the Girls Inc. Experience; designated to meet the special needs of girls; are developed with program staff and girls' involvement and participation; utilizes Girls Inc.'s program initiatives.

### **Operations**

- Administers staff operations to implement goals within the framework of board approved policies and practices and the approved fiscal budget.
- Recruits, employs and releases employed staff. Makes assignments and develops job descriptions. With staff, develops work plans and staff/organization objectives.
- Sees that training and developmental opportunities are available for staff. Conducts periodic staff meetings.
- Supervises staff on a consistent basis and periodically assesses staff performance. Counsels staff on their professional growth and development.
- Develops and administers personnel policies and practices. Administers staff salary program as

- well as an incentive/reward program that operates within the financial health of the organization.
- Negotiates all contracts, insurance policies as well as employee benefits with the oversight of the Board of Directors.
- Maintains policies, official records and documents to ensure the legal and regulatory compliance of the organization and the safety of its constituents.

### **Business Development**

- Develops annual goals, objectives and long-range planning documents for review and approval by the Board.
- Establishes, maintains, and monitors annual budget and investments with the Board's approval.
- Identifies and analyzes issues and problems in program development, finance, funding, and human relations and recommend and implement solutions.
- Organizes work, establish priorities, and maintain good interpersonal relationships with girls, staff, parents, funders, collaborators, community, and the Board.
- Develops and maintains relationships with existing and potential funders in the community.

### **Community Relations**

- Represents the organization as a thought leader and acts as a liaison and brand ambassador within the community and to the media.
- Stays aware of community interest, issues, and needs as related to girls and positive youth development.
- Initiates and cooperates in inter-agency collaborative efforts to serve girls and to serve as an advocate for girls in the community.
- Attends and participates in community meetings as appropriate.
- Maintains contacts with other community groups and stimulates interest in the organization.
- Participates in Girls Inc. regional and national functions, as well as other conferences related to youth work.
- With the support of the Fund Development Manager or similar title, maintains an up-to-date profile on the Giving Partner.

### **Risk Management**

- Oversees property and facility maintenance, if applicable.
- Establishes safety measures, reports accidents, and makes insurance reports.
- Sees that necessary records are kept (legal, financial, etc.)
- Oversees collection of dues and fees, and maintenance of records and files.
- Oversees the maintenance of service records of members of the board of directors, program volunteers and staff.
- Cooperates with and seeks guidance from appropriate national staff and other officials of Girls Inc.

### **Mental Skills and Abilities:**

- *Math* – college/graduate level ability; to calculate variables, formulas, ratio and proportion; to use practical application of fractions, percentages, and statistics; working knowledge of quantitative and qualitative research methodologies.
- *Reading* - Ability to read and understand technical journals, manuals, reference books, legal documents and financial reports.
- *Writing* - Ability to write business letters, expositions, summaries, training manuals and reports using proper format and conforming to rules of punctuation, grammar, diction and style.

- *Speaking* - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion; and to participate in panel discussions using clear and distinct speaking voice with appropriate pauses and emphasis, correct pronunciation, and variation in word order.
- *Reasoning Ability* - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions; to plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions. Be a thoughtful leader in all aspects of the CEO position.

### **Education/Training:**

- Minimum bachelor's degree, graduate degree(s) preferred.
- Knowledgeable and proficient in Microsoft Office programs and systems.

### **Experience/Skills:**

- 8-10 years of senior leadership experience.
- Proven track record of fund raising and development.
- Strategic, visionary, and critical thinking capabilities.
- Superb accuracy and attention to detail.
- Outstanding interpersonal/communication skills - both written and oral.
- Human resources and people management experience.
- Ability to resolve conflict in the workplace.
- Ability to be adaptive and flexible to meet the demands of the changing workplace and marketplace.
- Demonstrated ability to work effectively and collaboratively as both a team leader and a team member.
- High energy, caring, self-starter, innovative, team player, positive attitude.
- High level of flexibility.
- Skills at identifying, developing and utilizing community services and resources.
- Must clear all background screenings and education verification.
- Must possess a valid driver's license and have a good driving record with access to a fully insured automobile.

### **Work Situations:**

- *Communication* - The ability to relate and communicate to people, using assertive communication strategies, in situations involving more than giving and receiving instructions.
- *Conflict Resolution*: - The ability to resolve differences and creatively solve problems and conflicts using collaborative conflict resolution practices and strategies.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, and planning of a department. The employee may be able to negotiate, organize, direct, formulate practices, or make final decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments in a positive and non-judgmental manner. The employee may be able to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards, and the ability to appropriately manage emotions under stress. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.

- *Repetitive, Continuous* - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.
- *Variety and Change* – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

### **Physical Demands:**

- *Light Work* - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending stairs using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Fingering* - Picking, pinching, or otherwise working with fingers.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
  - (a) Clarity of vision at 20 inches or less.
  - (b) Clarity of vision at 20 feet or more.
  - (c) The ability to judge distance and space relationships.
  - (d) The ability to identify and distinguish colors.

**Other Requirements:**

- *Travel* - will require occasional travel.
- Must clear all background screenings and education verification.
- Must possess a valid driver's license and have a good driving record with access to a fully insured automobile.

**Supervision/Contacts:**

- Receives supervision from the Board of Directors.
- Supervises other organization employees.
- Interacts professionally with all vendors and all other contacts.

**Environment:**

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

**Tools and Equipment Used:**

- Personal computer, Fax machine, Telephone, Computer Printers, Calculator, Copier, and Automobile.

If you are interested in applying for the President & CEO position at Girls Inc of Jacksonville, please submit your resume to [CEOresumes@girlsincjax.org](mailto:CEOresumes@girlsincjax.org).