

Utah Community Action Job Description

Job Title: Chief Executive Officer ("CEO")

Department: Administration

Reports to: Utah Community Action Board of Directors

Summary:

The CEO is responsible for providing strategic leadership for the agency by working with the Board of Trustees and executive management team to establish long-range goals, strategies, plans and policies.

The CEO reports to the Board of Trustees and achieves agency objectives through successful leadership and management of the organization through the strategic plan and agency budget. The CEO supervises the key executive team and is responsible to perform a wide range of difficult-to-complex administrative activities related to finances and accounting, marketing and promotion of services, human resources, and discretionary activities that serve to support effective business operations. Under general direction from the Board, s/he uses considerable independent judgment in decisions that influence operations; directs and participates in the development and implementation of goals, objectives, policies, and procedures; directs and ensures proper coordination of all administrative affairs.

This position requires a commitment to the mission and goals of Utah Community Action and programs dedicated to assisting low income persons.

Qualifications:

- Bachelor degree is required, master degree preferred
- Five (5) years of recent relevant experience in a senior/executive level position responsible for running an organization; non-profit experience preferred
- Experience in complying with state and federal regulations as well as grant regulations and requirements

Core Elements/Responsibilities:

- Provide leadership to a multi-grant and non-grant community organization with 500+ employees.
- Work closely with the Board of Trustees in setting goals, strategies and reporting; facilitate the work of the Board and its Committees by developing resource materials, providing information, reports and assisting committee chairs.
- Provide advice and counsel to the Board in setting policies and monitoring the performance of UCA.
- Work with internal and external stakeholders; develops goals, action plans and expected outcome measurements.
- Directly supervise the Executive Team.
- Establish agency-wide common goals in addition to integrating and leveraging internal program and administrative resources and services.
- Ensure compliance with applicable federal and state employment laws and regulations

- Oversee successful implementation and compliance of the Written Curriculum Plan, child outcomes, CLASS and School-readiness plan as per the Head Start Act and reports results to the Board of Trustees and Policy Council.
- Ensure that all programming is in alignment with the Community Services Block Grant national indicators.
- Represent UCA in its business relationships with community, private sector and government organizations including the media, state, regional, and national associations and committees.
- Oversee the development of fundraising plans.
- Oversee the implementation of accounting and payroll policies and procedures
- Oversee fiscal operations in consultation with the Chief Administrative Officer.
- Regularly provide the Board with comprehensive financial reports
- Identify and evaluate the risks to the agency's clients, staff, management, Board, volunteers, property, finances, and image.
- Implement measure to control risk.
- Ensure the Board of Trustees and the organization carries appropriate and adequate insurance coverage
- Ensure the Board of Trustees and staff understand the terms, conditions, and limitations of the insurance coverage.

These duty and responsibility requirements are not the exclusive standards of the position. The CEO will follow any other instructions and perform any other related duties as may be required by the Board.

Employment Standards and Requirements:

- Maintain strict confidentiality of the information regarding the staff, and clients.
- Promote trust and a safe environment among the clients and staff.
- Demonstrate a respectful and professional demeanor when dealing with UCA stakeholders staff, board, clients, funders, agency partners, volunteers and anyone else conducting business with the agency.
- Must have vehicle insurance and driving record that meets the UCA insurer's criteria.
- Must be willing to use own vehicle for work purposes.
- Must meet timelines and deadlines.
- Must pass background check; drug and alcohol screening.
- Must follow the Head Start and other program performance standards and procedures
- Must follow UCA personnel policies and procedures as outlined in the employee handbook.
- High-stress position based on full responsibility for UCA operations
- Usually works in an office environment, but sometimes may work in non-standard workplaces
- The noise level in the work environment is usually quiet
- Will work a standard week, hours may be long and irregular

This position is required to drive as part of the job duties?

Yes, this position is required to drive personal vehicle as part of the job duties, therefore a valid Utah driver's license and current personal automobile insurance must be maintained at all times while employed in this position. The Agency liability insurance carrier will, at new hire and annually, review the driving record of individual to determine acceptability of driver liability coverage.

How to Apply: PrincePerelson & Associates Executive Search has been retained to conduct this search on behalf of Utah Community Action. We invite all interested parties to apply directly to uca@perelson.com.