

Inter-Lakes Community Action Partnership, Inc. Job Description

Job Title: Chief Executive Officer (CEO)
Reports To: Board of Directors
FLSA Status: Exempt (Full Time)
Grade: 15

General Statement of Duties

The CEO reports to the Board of Directors and will have overall strategic and operational responsibility for Inter-Lakes Community Action Partnership ("ICAP") staff, programs, and expansion. The CEO is the Agency's chief administrative officer, and shall be directly responsible for hiring, supervising, and discharging personnel. The CEO shall perform the following duties and exercise the following powers, rights, and authority as CEO.

Duties and Responsibilities

1. Develops, maintains, and supports a strong Board of Directors through a program of ongoing board training and development, and seeks and builds board involvement with strategic direction.
2. Leads, coaches, develops, and retains Agency's high-performance senior management team and develops and implements a system for comprehensive staff development throughout the Agency.
3. Ensures effective systems to track and regularly evaluate program outcomes, so as to measure successes that can be effectively communicated to the Board, funders and other constituents.
4. Expands revenue through fundraising and grant development activities to support existing program operations and applicable expansion opportunities while simultaneously strengthening Agency reserves.
5. Oversees Agency's financial and budget activities to fund operations, maximize investments, and increase efficiency. Approves contracts and agreements as needed.
6. With the active participation of the Board, regularly conducts a robust community assessment and strategic planning process to guide the Agency's efforts to respond to emerging community needs and social issues.
7. Be an external local and national presence that communicates program results with an emphasis on the successes of programs.
8. Effectively manages the human resources of the Agency according to authorized personnel policies and procedures that fully conform to current laws and regulations.
9. Creates an environment and culture that focuses on fulfilling the Agency's mission, vision, and values.
10. Represents the Agency at important business functions, community events, industry training and events, and networking opportunities.
11. Updates job knowledge by remaining aware of new regulations, participating in educational opportunities, reading professional publications, and participating in professional organizations.
12. Maintains client confidentiality at all times.
13. Attends meetings, training, and seminars as deemed appropriate and necessary by the CEO and/or the Board.
14. Performs duties in a manner consistent with safe practices and policies.
15. Performs other duties as deemed appropriate and necessary.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

1. Bachelor's degree in the areas of Administration, Business, Social Sciences or related field; master's degree is preferred.
2. Five (5) years of recent experience in a senior/executive level position in a multi-funded grant or non-grant organization, including developing and implementing operational strategies; non-profit experience is preferred.
3. Experience in complying with state and federal regulations as well as grant regulations and requirements.
4. Experience in leadership, coaching, and personnel management.

Required Skills/Abilities

1. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
2. Ability to write reports and business correspondence.
3. Ability to work effectively in collaboration with diverse groups of people.
4. Excellent managerial and financial skills.
5. Thorough understanding of financial practices as applied in all phases of Agency operations.

Other Work Related Abilities

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to maintain confidentiality.

Certificates, Licenses, Examinations

1. Valid South Dakota Drivers License.
2. Other such examination as deemed appropriate and necessary by ICAP.
3. Ability to be bonded.

Physical Demands

The physical demands described 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.

1. While performing the duties of this job, the employee is regularly required to sit for prolonged periods at a desk and working on a computer; use hands to finger, handle, or feel; and talk or hear.
2. The employee is occasionally required to reach with hands and arms.
3. The employee must occasionally lift and/or move up to 10 pounds.
4. Specific vision abilities required by this job include close vision, distance vision.

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.

1. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
2. The noise level in the work environment is usually moderate.

Date Approved

Chairperson-Board of Directors

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.