	<h1 style="text-align: center;">President and Chief Executive Officer</h1> <h2 style="text-align: center;">Job Description</h2>	
	Document Number: JD-OP-14.04	Revision No 0
Department: Office of the President	Effective Date: April 04, 2016	

I Reason for Existence


The President and Chief Executive Officer (CEO) is responsible for providing strategic leadership for the company by working with the Board and other management to establish long-range goals, strategies, plans and policies.

II Duties and Responsibilities

1. Collaborate with the Board to refine and implement the strategic plan while ensuring that the budget, staff and priorities are aligned with the company's core vision and mission.
2. Provide inspirational leadership and direction to all executives, and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable the company to achieve its long- and short-term goals and objectives.
3. Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
4. In partnership with the Board, help build a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources.
5. Ensure that the flow of funds permits the company to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
6. Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations.

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7. Ensure the delivery of high quality services while managing for current and future growth.
8. Support and motivate the organization's staff.
9. Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs.
10. Oversee the financial status of the organization including developing long and short range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.
11. Rationalize the delivery of programs through new and existing offices and partnerships.
12. Increase efficiencies and consistency throughout the organization by developing and implementing standardized programs, services and program office marketing.

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III Minimum Qualifications

1. Minimum of an MBA, MPA or related advance degree.
2. At least 15 to 20 years of overall professional experience.
3. Prior nonprofit experience ideal; management of a global or multisite organization preferred.
4. Significant board development, fundraising, marketing/branding and fiscal management experience a must.
5. A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem solving skills, which support and enable sound decision making.
6. Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
7. Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser.
8. Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team.

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