



## **President/Chief Executive Officer Job Description**

Since 1901, The Children's Shelter has provided a safe haven for children who have been the victims of abuse, neglect, or abandonment to reside and recover. Children from birth to age 17 can stay overnight or for an extended term, receiving the support and safety they need to begin their healing process and find permanent homes. In addition, the Shelter provides training and support for parents and guardians learning to become their best selves, for their sake and for their children. The Children's Shelter provides trauma-informed care for than 4,500 children and families each year.

The Children's Shelter is seeking a President/CEO to lead and operate this well-respected nonprofit in San Antonio, Texas. This position will manage all staff and work closely with the Board of Trustees to position the organization as the leader in residential care for children in need of shelter and services, as well providing training and assistance to parents and guardians.

### **PRIMARY FUNCTION/PURPOSE**

The President/CEO is responsible for the leadership and management of The Children's Shelter. The President/CEO reports to and works in close partnership with a board of trustees. She/he provides direction for the delivery of all program services and coordinates the work of all other systems that support program operations. Through their leadership the President/CEO promotes a culture that values service quality and ongoing efforts by the full organization, its partners, and contractors to achieve strong performance, program goals, and positive results for service recipients.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **General Agency Management**

- Oversee the operations of all programs, services, activities, and facilities; ensure that all program objectives are met.
- Provide leadership, coaching, and direction to the leadership team and staff.
- Develop and maintain a workforce with the appropriate mix of knowledge, program support skills, and service levels required to achieve objectives.
- Strong analytical skills and reliance on data to make key decisions.
- Ability to conduct both short and long-term prioritization for the organization and to lead and implement strategic planning processes.
- Oversee and account for the overall financial and operational management of the organization.
- Monitor financial reporting including, but not limited to, cash flow and budget forecasting.
- Monitor official records and documents to ensure compliance with federal, state, local regulations.
- Assess and manage the infrastructure for efficiencies in collaboration with staff.
- Support staff in navigating relationships with partners/funders, and state & local governments.
- Provide leadership in developing programs, organizational and financial plans with the Board of Trustees and staff, and carry out policies authorized by the Board.

- Authorizes, approves and signs all legal documents for The Children's Shelter under the parameters set forth by the Board of Trustees.
- Coordinate annual strategic planning process with appropriate staff and board involvement.
- Responsible for development of annual agency budget with appropriate staff and board committees; submit to board for approval.
- Be alert to potential issues and opportunities that may affect the agency and ensure that proactive positions are taken.
- Collaborate closely with the Board and Staff to continually refine and execute a vision and plan of action for increased impact, long term growth and sustainability.

### **External Community Engagement and Fund Development**

- Ensure the mission and vision are articulated and shared with a wide range of stakeholders.
- Value and retain existing community partnerships and cultivate new relationships to further enhance the organization's image and brand throughout the community.
- Advocate with local and state government for legislation and policies that support the organization.
- Develop and implement a robust fund development plan.
- Oversee and direct grant opportunities, including grant writing, grant submission, and evaluation process review of grant applications from partner agencies.
- Ensure the proper distribution and use of restricted funds.
- Cultivate and steward individual, corporate, and foundation donors.
- Proven ability to interact and influence philanthropic leaders.
- Experience motivating and managing high-profile volunteer leadership and senior executives.
- Set goals and assures annual campaign generates maximum financial support.
- Create an atmosphere that respects and embraces engagement of all people, ideas and backgrounds and aligns with the organization's values, both internal and external to the organization
- Oversee grant applications for new funding sources and services.

### **Culture and Staff Relations**

- Inspire and motivate a highly skilled, diverse, and committed team of staff.
- Promote a culture that attracts, retains, and motivates a diverse staff of professional and highly qualified professionals.
- Collaborate with staff as a knowledgeable part of problem-solving team.
- Encourage staff development and assists staff in relating their specialized work throughout the organization.
- Ensure inclusive, transparent, and regular communications both internally and externally.
- Communicate expectations with staff, establishing metrics and plans in support of the strategic plan.

### **Collaboration with Board of Trustees**

- Develop and present recommendations for annual business plans and budgets.
- Advance the strategic plan for the organization in support of the organization's mission.
- Provide regular updates on operational, program, and financial performance and outcomes.
- Work closely with the Board to ensure compliance with bylaws, policies, and directives.
- Partner with the Board leadership to continually strengthen governance practices and build a diverse Board of Trustees.
- Maintain a strategic partnership with the Board of Trustees.
- Negotiate contracts, develop programs and act on behalf of the agency according to the agency policies established by the Board of Trustees.

## Public Relations

- Ensure the agency has a visible and effective public image by regular use of the media, speaking engagements before service clubs/organizations, and presence at all appropriate corporate, foundation, and public functions.
- Ensure all staff and volunteers who interact with the public do so in an informed, effective, and appropriate manner to represent the agency in the best possible manner.
- Establish and maintain contact with key individuals in local government, other nonprofit agencies, and the business sector to further the agency's public image and reputation.
- The President/CEO will represent the Children's Shelter to the public and should, always, present an image of competence, compassion, and capability.
- The President/CEO will acknowledge and work within the policy-making authority of the Board of Trustees and with the committees of the Board to increase resources and raise the public awareness of the agency.

## REQUIREMENTS

- Working knowledge of nonprofit fiscal management, including fund accounting and budgeting.
- Experience working within a regulatory environment and/or working with governmental agencies.
- Bachelor's degree applicable to nonprofit activities is desired although extensive and demonstrated successful experience may be substituted. (Social Work, Counseling, Business Management, etc.).
- 10+ years experience in nonprofit or public agency management, including supervising staff; and experience working with and leading the Board of Trustees.
- Position requires on site leadership and presence so while some remote work might be possible, when necessary, the expectation is for the CEO to be on premises during normal business hours and off hours when required.

## Key Competencies

- Inspires/motivates internal and external stakeholders to support the mission, strategic plan, and goals
- Ability to work in a highly collaborative team environment to achieve broader organizational goals
- Strong project management and interpersonal skills, attention to detail and the ability to multi-task under recurring time constraints
- Exceptional verbal and written communication skills
- High emotional intelligence
- Proven presentation skills with ability to communicate program solutions and strategies to leaders and board members
- Excellent analytical and problem-solving skills
- Proven ability to delegate, build consensus, create accountability, and drive results

**This job description in no way states or implies that these are the only duties performed by the employee(s) incumbent in this position.** Employee(s) will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

## INSTRUCTIONS FOR APPLICATION

Résumés, cover letters, and references accepted until **Friday, February 4, 2022, at 5:00 p.m. CST**. We fully respect the need for confidentiality and will not discuss candidates' backgrounds or interests with anyone without consent, nor will we reference contacts without notifying the candidate.

**Please email your résumé and cover letter to the address below to apply for this position.** Please indicate the name of the job for which you are applying in the subject line of your email. **LinkedIn submissions be considered incomplete and will not be accepted.**

**Email: [jobs@leepplusassociates.com](mailto:jobs@leepplusassociates.com)**