

Job Description

Enrichment Services Program, Inc.

Job Title: Chief Executive Officer (CEO)

Date: March, 2009

Department: Administration

Classification: Exempt

Job Reports To: Board of Directors

Job Summary:

Incumbent directs centralized administrative services of a budgetary, accounting, planning, developing and coordinating nature for an eight county community action agency. Ensures policy formation and enforcement, supervision of professional personnel, complex fiscal and business management functions, and acts as a continuous liaison between the community and/or regional groups and Enrichment Services Program, Inc.

Major Responsibilities/Activities:

- Direct the activities of the Agency and its employees.
- Responsible to the Board of Directors for the efficient operation, financial and overall management of programs as approved by the Board.
- Manage/supervise all professional, administrative and technical staff within the organization.
- Develop, maintain and execute a strategic plan, in regards to the ongoing improvement and development of the organization for the communities it serves.
- Execute all resolutions and orders of the Board of Directors.
- Carry out all requirements of the Community Action Agency Grantor, including but not limited to, preparing and/or signing contracts, agreements and other instruments. Organize administrative and technical staff to ensure program implementation.
- Develop additional revenue sources for ESP in conjunction with ventures with both public and private sectors.
- Ensures that ESP meets or exceeds all Community Action Agency thresholds for performance, and develop strategies that will progress toward meeting the performance thresholds when in jeopardy.
- Develop (with Board of Directors approval) long-term and short-term goals, objectives and priorities for The Enrichment Services Program, Inc. Focus on the major direction (long-term goals) of ESP in overcoming poverty conditions in the eight counties serviced.
- Ensure that ESP goals reflect the priority and needs of the target residents/clients.

- Obtain information on the social and economic status of the serviced areas. Analyze the information to determine the priority needs of the area residents and determine what approaches should be taken to meet these needs.
- Survey the available community resources, including business organizations, public and private agencies and neighborhood organizations for resources and support in carrying out various agency approaches.
- Determine the essential activities that ESP must perform to close the gaps between the needs of the disadvantaged, the available community resources and opportunities to achieve self-sufficiency for area residents.
- Direct and review the development of program plans and budgets to ensure that they are sound and practical, in addition to meeting the needs of the poor.
- Stress the development of innovative approaches to combat poverty and determine the emphasis and budgetary allocation for the Community Action agency's Program.
- Schedule major activities of the program for the year and determine what should be accomplished both weekly and annually.
- Establish specific program and budgetary benchmarks by which to measure the results and expenditures of each program.
- Present program plans and budgets to the Board of Directors for approval and the Regional Office and/or other funding agencies for funding.
- Organize staff members and resources for effective implementation of program plans.
- Review the capabilities of the top level staff and adjust organization and staff assignments to best use the available talents and resources.
- Determine which activities may best be accomplished by delegate agencies and which should be accomplished by the ESP staff members.
- Supervise the negotiation of contracts with delegate agencies and community organizations, and present contracts to the Board of Directors for approval.
- Determine employment, promotion, transfer and discharge of staff and provide opportunities for training and development for staff members.
- Specify the responsibilities, authority and working relationships among the executive team and any delegate agencies to ensure that each subsequent management level performs this function for its subordinate staff.

Minimum Requirements:

- Bachelors Degree in Business Administration or related field preferred and three to five years of experience in organizational management, personnel management, and planning and research.
- Masters Degree preferred.
- Equivalent combination of education and experience may be applied.

Essential Mental Functions:

- Ability to work harmoniously with persons of different backgrounds and experiences without regard to race, color, religion, national origin, sex, or age.
- Ability to make independent judgments and decisions based on experience and maturity.
- Ability to interpret and apply federal regulations pertaining to employment and labor practices, equal opportunities and civil rights.

Essential Physical Functions:

Incumbent is regularly required to walk, sit, and use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used:

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

Additional Comments:

Acknowledged by _____ Date _____

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