



**Job Title:** Chief Executive Officer (CEO)

**Overview:** The CEO is the highest-ranking executive at Fuller Center. The position is responsible for providing leadership, direction, and vision to achieve the organization's mission and goals. The CEO reports to the Board of Directors and oversees the day-to-day operations of the organization.

## **RESPONSIBILITIES**

### **1. Strategic Leadership**

- Develop and implement the organization's strategic plan in collaboration with the Board of Directors
- Provide visionary leadership to ensure the organization's mission is effectively carried out
- Stay informed about trends and issues relevant to the nonprofit sector
- Lead development of new initiatives to meet changing trends in industry, community, and funding

### **2. Governance**

- Work closely with the Board of Directors to develop policies, make major decisions, and ensure compliance with legal and regulatory requirements
- Facilitate board meetings, provide regular updates, and seek input from board members
- Steward and keep Board informed
- Keep Board Governance Committee abreast of pertinent information

### **3. Financial Management**

- Work in partnership with CFO to develop and manage the organization's budget, ensuring fiscal responsibility and sustainability
- Oversee fundraising efforts, grant applications, and donor relations to secure financial resources

### **4. Program Management**

- Ensure that programs and services align with the organization's mission and are effectively delivered to the target audience
- Monitor and evaluate program outcomes and impact

### **5. External Relations**

- Serve as the public face of the organization, representing it to donors, partners, government agencies, and the media
- Cultivate and maintain relationships with key stakeholders and community leaders

### **6. Human Resources**

- Recruit, manage, and develop a high-performing team, ensuring a positive and inclusive organizational culture
- Provide leadership and support to staff members

### **7. Advocacy and Public Policy**

- Advocate for the organization's mission and key issues on local and national levels
- Stay informed about relevant legislation and policies affecting the organization's work

## QUALIFICATIONS

### 1. Education

- Bachelor's degree
- Master's degree in relevant field (e.g. nonprofit management, business administration, or public administration) preferred

### 2. Experience

- Ten (10) years upper-level management experience
- Previous senior/executive management experience
- Significant leadership experience in nonprofit sector, with proven track record of successful organizational management
- Experience in fundraising and financial management
- Nonprofit social entrepreneurship experience

### 3. Skills and Abilities

- Strong work ethic and degree of energy
- Strong strategic thinking and planning skills
- Excellent communication and interpersonal skills
- Financial acumen and budget management skills
- Ability to build and maintain relationships with diverse stakeholders
- Demonstrated record of accomplishment of organizational strategy, management, and execution in small-to-medium sized organization (social service strongly preferred)
- Customer service mindset with high EQ and track record for of success on executive management, leadership, and organizational development
- Demonstrated ability to build relationships with high-level executives and donors
- Experience in program development, foundation relations, government relations, and contract compliance
- Outstanding written and verbal communication skills, and public presentation skills
- Ability to create, build, and maintain relationships with staff at various levels of the organization
- Inclusive and collaborative management philosophy and style that promotes excellence, continuous improvement, learning creativity, growth, problem-solving, and accountability

### 4. Values

- Commitment to the organization's mission and values
- High ethical standards and integrity

### 5. Competencies of Successful Candidates

- *Collaboration* – Cooperates, give-and-take attitude, helps others
- *Communication* – Articulate, clear, thoughtful, responsive
- *Cultural Competence and Awareness* – Understands the work of Fuller Center, its culture, and the expectations, values, and perspectives of its clients, volunteer leaders, staff members, and donors
- *Commitment* – Invests in the values, vision, and mission of Fuller Center
- *Confidence* – Aware of self and others, handles criticism, accepts mistakes, strong self-esteem
- *Integrity* – Honest, forthright, positive values
- *Initiative* – Voluntarily attempts non-routine projects and tasks, tackles problems as they arise

- *Listening Skills* – Takes time to listen and respond, tunes into people
- *Manage Priorities* – Able to organize and effectively manage complex workload
- *Operational Mindset* – Engaged actively with leadership and management of operations, hands-on approach to management
- *Organization* – Plans, schedules, prioritizes, anticipates, and builds scenarios
- *Ownership* – Takes responsibility for challenges and problem-solving
- *Poise* – Manages stress and workload effectively, treats others without rancor, maintains composure, is polite
- *Pragmatism* – Sensible, realistic, practical solution-finding
- *Solution-Oriented* – Looks beyond problems to develop and focus attention on productive outcomes and effective strategies
- *Strategic Orientation* – Assimilates information and data, weighs challenges and opportunities, sees the bigger picture
- *Teambuilding* – Leads with encouragement, empowers others, exudes and expects from colleagues the highest level of performance, professionalism, and partnership
- *Vision* – Articulates clear, compelling picture of the ideal state

#### **SALARY & BENEFITS**

- Highly competitive, market-based compensation with health and retirement benefits.
- Fuller Center is an equal opportunity employer and a drug-free workplace.

#### **TO APPLY**

Email your résumé to Director of Human Resources Barri Dash at [bdash@fullercenterfl.org](mailto:bdash@fullercenterfl.org).

Include a cover letter describing the following:

- Why you are choosing to pursue this position
- What expertise and experience uniquely qualify you to lead the organization
- What you hope to contribute to the organization and those it serves