



## **JOB DESCRIPTION**

**JOB TITLE: President/Chief Executive Officer**

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**JOB CATEGORY:** Exempt  
**DEPARTMENT:** Admin  
**SUPERVISOR:** Executive Committee of the Board  
**APPROVAL:** \_\_\_\_\_  
Revision/Approval Date: 02/07/2011

### **Position Summary:**

As the Chief Executive Officer of the agency, the President/CEO is responsible to the Board of Directors for the development and execution of agency programs and functions according to the policies established by the Board, as well as the purposes, goals, and objectives of the controlling congregations and their church bodies in ministering to people and the community. To that end he/she shall direct the staff on behalf of the Board, shall guide the Board and participate in activities to provide church and community support, and shall be responsible for all other administrative functions. In general he/she shall provide executive leadership and function for the organization to perform as a social ministry agent.

### **Essential Duties and Responsibilities:**

#### Board and Committees

- Serve as a non-voting member of the Board of Directors and all committees.
- Facilitate planning and implementation of meetings of the Board of Directors.
- Provide adequate counsel to the Board through personal and staff action to include social, legal and other areas enabling the Board to make decisions related to their governance function.
- Work closely with the Executive Committee, meeting with them on a regular basis.
- Attend or be represented by a designee at all meetings of the Board and committees.
- Implement the Strategic Plan of the Board.

#### Administration

- Demonstrates Christian values in all aspects of organizational behavior.
- Serve as the legal agent of the agency.
- Provide for the overall administration of the agency within Board approved budgetary constraints.
- Accountable for all staff members and directly supervise and evaluate senior management staff. Meet with senior management team individually and as a group on a regular basis.
- Provide for supervision of the agency's fiscal affairs.
- Assure that personnel affairs are conducted in accord with personnel policies.
- Provide for the development, implementation, continuation and evaluation of service programs in accordance with agency standards.
- Assure the proper management of all offices, property, and equipment.

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- Establish and maintain appropriate departmentalization and delegation of staff responsibilities.
- Recruit, retain, and motivate a skilled leadership team that utilizes effective management, planning, quality assurance and staff development methods to meet current and future needs of the agency.
- Maintain accreditation with independent accrediting body(ies).
- Relate the agency's vision, mission, and values to all personnel.
- Make periodic visitations to all agency offices and centers on an as needed basis.
- Assure that a volunteer staff is maintained in appropriate areas of agency work.

### Professional

- Advocate for the needs of the agency's clients and other persons in need.
- Represent the agency in the church community in a manner that promotes a commitment to social ministry as integral to the mission of the Church.
- Keep informed on current social welfare needs and available resources.
- Participate in relevant professional associations; attend educational programs designed to enrich professional competency and promote staff participation in relevant professional activities.
- Be cognizant of and participate in the advancement of the stated mission of the agency as demonstrated in attitude and performance responsibilities with clients, staff and in community contracts.
- Communicate and accept appropriate relational responsibilities with governmental and other social agencies at the local, state, and national level, especially those the agency is in collaboration with including Healthy Families, Case Management Initiative, etc.

### Development

- Assure the development of public relations, publications and fund raising programs of the agency.
- Focus on resource development in the public, private and Church sectors including individual donor, alliances and partnerships, organizations, communities and corporations.
- Serve as a voting member of the Lutheran Social and Family Service Foundation.
- Perform other duties and assume other responsibilities as assigned by the Board of Directors.

### **Knowledge, Skills and Abilities**

Must be committed to the values and ethics of the Christian faith. Demonstrated ability to communicate effectively, both orally and in writing. Possesses knowledge and ability to do fund raising and develop community connections and partnerships. Demonstrated leadership ability, decision-making competence, self-confidence, adaptability and ability to exercise sound supervisory principles. Possesses a high degree of business acumen, including the proven ability to develop and initiate long-term strategies. Adequate experience as a practitioner in the delivery of direct services. Possesses a commitment to social ministry and to the accomplishment of the agency's Christian mission.

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Demonstrated knowledge of, experience with, and competence in dealing with the Lutheran church structures.

### **Education and Experience**

- Bachelors or Masters Degree in business, social services or related field required.
- Experience with a social service agency preferred, including at least a 5 year track record of supervisory and administrative responsibilities.
- Proven executive experience preferred.

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

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee must pass various HR reporting checks including but not limited to, background, criminal, motor vehicle and child protective service checks. Valid Driver's license and proof of insurance required. CPR and additional trainings may be required and can be provided by LSSI as needed.