

Jack the Bike Man, Inc.

PERFORMANCE BASED JOB DESCRIPTION

Position Title: CHIEF EXECUTIVE OFFICER
Reports To: President of the Board of Directors
Department: Administration
Location: Lake Worth
FLSA Status: Exempt Non-exempt

POSITION OVERVIEW:

Guided by the objectives of the Board of Directors and Trustees, the Chief Executive Officer is responsible for providing strategic leadership, management and vision to ensure financial strength and operating efficiency necessary for the success of the organization.

I. REQUIRED QUALIFICATIONS:

Education:	Bachelor's Degree in Business, Finance or other related field. Master's degree preferred.
Experience:	Five (5) years experience in a leadership role, preferably in a social services environment. Two (2) years financial experience in a non-profit environment.
Age Specific Experience:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Neonate/Infant <input type="checkbox"/> Toddler <input type="checkbox"/> Pre-School Age <input type="checkbox"/> School Age <input type="checkbox"/> Adolescent
License/Certification:	Valid Florida driver's license with clean driving record
Knowledge, Skills and Abilities:	<ul style="list-style-type: none">▪ Knowledge of child welfare services▪ Knowledge of contract development and negotiation techniques▪ Exceptional leadership and motivational skills▪ Excellent verbal and written communication skills▪ Excellent analytical skills▪ Excellent problem solving skills▪ Excellent public speaking and presentation skills▪ Proficient in computer skills and Microsoft Software applications▪ Able to demonstrate creativity and initiative▪ Able to develop, communicate and implement strategic leadership skills▪ Able to establish and maintain positive interpersonal relationships▪ Able to handle sensitive and confidential information in a professional manner▪ Flexible and able to adapt to changing environment▪ Able to drive own vehicle long and short distances throughout Palm Beach County

II. ESSENTIAL FUNCTIONS:

1. Accomplishes the objectives and programs as approved by the Board of Directors and its committees.
2. Develops, maintains, communicates and implements a comprehensive three to five year organizational strategic plan in collaboration with senior management staff.
3. Effectively oversees the programmatic and fiscal management of the organization.
4. Recruits competent and qualified staff to meet the goals of the organization.
5. Completes 90 day/annual evaluations for direct reports and establishes specific goals for direct staff.
6. Develops and implements corrective action performance improvement plans and initiates disciplinary measures as required.
7. Motivates and leads a high performance management team.

8. Provides leadership and direct supervision to the professional staff of the Foundation, Human Resources, Finance, and Administrative departments.
9. Provides leadership and guidance in managing administrative aspects of the organization's operations in line with Bylaws and policies/decisions of the Board of Directors and its committees.
10. Develops professional relationships in the public and donor community.
11. Oversees the planning, development and implementation of a comprehensive fund development program that enhances the mission and vision established by the Board of Directors.
12. Ensures effective implementation of all Foundation activities, including but not limited to fund raising, public relations, and trustee development.
13. Collaborates with the management team to develop and implement effective plans for the operational infrastructure of systems, processes and human capital designed to accommodate growth strategies.
14. Fosters a success-oriented, accountable and responsible work environment.
15. Maintains open communication with Board of Directors and Executive Committee members.
16. Provides written reports, monthly, annually and as needed regarding the status of the organization, its programs and the financial position of the organization.
17. Reviews, approves and oversees negotiation of contracts/agreements with internal and/or external partnerships.
18. Oversees preparation of annual budget in conjunction with Board Treasurer, and report on the monetary affairs of the organization.
19. Meets with and advises the Board of Directors and participates as a non-voting member of all Board committees.
20. Oversees negotiation of insurance policies to ensure adequate coverage, and reports status of coverage to Board of Directors.
21. Oversees systematic preservation of all minutes and records to ensure compliance with bylaws and regulations.
22. Annually presents a report to the Board of Directors outlining goals and objectives of the next fiscal year, to include specific plans and strategies that will accomplish Board approved goals and objectives.
23. Annually presents a report to the Board of Directors outlining accomplishments of goals and objectives for prior fiscal year.
24. Actively participates and provides leadership in Executive Management, Senior Management, Management and other Continuous Quality Improvement and Board committees.
25. Accessible via cell phone.

The above list encompasses the essential functions of the job. It is not all inclusive and employees may be asked to perform additional tasks from time to time. All staff members are expected to perform their jobs in compliance with Agency Rules of Conduct and all legal and regulatory requirements that affect their position.

III. CORE COMPETENCIES

A. PLANNING, ORGANIZING AND EXECUTING

1. Demonstrates the ability to understand and accept instructions.
2. Takes responsibility for achieving results and follows through on assignments.
3. Demonstrates ability to work independently.
4. Shows initiative and discretion.
5. Works effectively in a fast paced environment.
6. Manages multiple priorities according to prescribed timelines.
7. Demonstrates the ability to remain flexible within a changing environment.
8. Demonstrates effective time management skills.

B. TEAM WORK

1. Promotes a positive work environment.
2. Seeks to do what is right for the team and/or organization.
3. Collaborates well with all levels of staff.

4. Participates in creating an inclusive and respectful climate.
5. Proactively supports others through sharing knowledge and skills.

C. COMMUNICATION

1. Verbally expresses thoughts and ideas in a clear and concise manner.
2. Documents information accurately and legibly.
3. Demonstrates integrity by communicating directly and honestly.
4. Listens actively and verifies understanding.

D. INTERPERSONAL SKILLS

1. Builds effective internal and external relationships.
2. Takes a proactive approach to dealing with conflict.
3. Demonstrates courtesy in dealing with others.
4. Shows respect for different opinions and views.
5. Works effectively with diverse populations and is culturally sensitive to the needs of clients and staff.
6. Demonstrates the ability to remain focused and respond appropriately in crisis and/or stressful situations.

E. WORK ETHIC

1. Takes responsibility for achieving results and following through on assignments.
2. Acts as a role model implementing daily routine and responsibilities.
3. Complies with attendance standards and requirements.
4. Complies with punctuality standards and requirements.
5. Complies with Jack the Bike Man policies, procedures and Employee Handbook
6. Maintains confidentiality and respects privacy issues.

F. TRAINING

1. Completes annually required training within required time frame.
2. Applies learned skills and knowledge to daily responsibilities.
3. Keeps informed of new developments in specific field.

G. SAFETY

1. Promotes a safe work environment and complies with Jack the Bike Man safety policies, procedures and standards.

IV. ADA STANDARDS:

A. Physical Demands:

Tasks involve the ability to exert light to moderate physical effort. May involve lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (10-40 pounds). Repetitive sitting; standing; walking; reaching with hands and arms; climbing stairs; balancing; stooping; kneeling; talking; and listening. Tasks may involve extended periods of time at a keyboard or workstation. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to drive.

B. Mental Demands:

Ability to remain calm and rational when dealing with persons who may be agitated and/or violent. Ability to organize and prioritize projects and responsibilities.

C. Working Conditions:

May be exposed to contagious or infectious diseases. Residential, community, and/or office environment.

Jack the Bike Man, Inc.

RECEIPT ACKNOWLEDGEMENT FORM

NON-DISCRIMINATION STATEMENT:

Jack the Bike Man, Inc. does not discriminate against employees or clients on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Handbook. Jack the Bike Man will make reasonable accommodations in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and any subsequent revisions or additions to related law/regulations. This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions are reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Send resume and cover letter to Jack Hairston jack@jackthebikeman.org