

Alliance for Empowerment Job Description

Chief Executive Officer

Overview: Reporting to a Board of Directors, the CEO works in partnership with the Board to set and implement the strategic vision for Alliance and direct the senior leadership team to ensure operational and fiscal resources are marshalled in service to that vision. The CEO will work alongside senior leadership staff within Alliance and among the network organizations, to support each organization's sustainability and will play a formative role in building the culture of Alliance around community service, accountability and results that advance the mission and people of all network organizations.

Status: Exempt

Reports To: Board of Directors

Duties & Responsibilities:

- Provide strategic leadership related to the implementation and evaluation of services using data-driven, field-relevant approaches. Lead and coach network organizations through strategic planning processes: Prioritize with boards and leadership team the strategies, tools and needed collaborations surrounding program delivery, workforce development & stabilization, and the meeting of regulatory & public funding requirements.
- Provide strategic leadership that supports and strengthens the financial health of each organization. Encourage and guide collaborative and complimentary funding initiatives, ensuring opportunities for both one-time and on-going philanthropic or performance-based grant cycles are engaged on behalf of strategic goals and partnerships.
- Functions as primary liaison with Alliance's Board of Directors and between network organizations' Chief Operations Officers to ensure necessary exchange of information and direction setting.
- Work with Alliance Board of Directors officers to recruit viable board candidates capable of representing the skills, networks, and resources relevant to Alliance and all network organizations.
- Ensure accurate information and relevant training material to assist in the orienting of Alliance Board members and the on-going education and engaged action of its Board members related to current issues/concerns facing Alliance.
- Assess progress toward strategic priorities and routinely provide report on such to Alliance Board of Directors and/or designated officers.
- Undertake ongoing professional development surrounding the programmatic, regulatory and technological changes most directly relevant to provision of administrative services to human service non-profits within the Finger Lakes/Southern Tier of New York State and the primary missions of network organizations.
- Oversees senior leadership team of Alliance and network organization COOs as designated through agreement. Oversees development of bench strength for leadership and administrative functions within Alliance; foster professional development and advancement opportunities to the senior leadership team of Alliance and its network organizations, as well as establish standards of communication and measures of performance among Alliance leadership team and network organization COOs.
- Working with boards & relevant personnel, ensure the development of marketing plans, fundraising and philanthropic strategies aligned with network organization missions and play an active role in the implementation and elevation of them.
- Participate in public policy generation in support of network organization missions. Participate in and travel to relevant advocacy related events. Develop legislative representative awareness of relevant issues and foster on-going relationship with relevant policy makers.
- Participate in provider and management associations designed to represent service provider needs/concerns at the state and federal policy level. This would include making determinations as to

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which associations derive greatest value to Alliance and network organizations. (e.g. CPNYS, DDAWNYS, ANCOR)

- Encourage and support Alliance and its' network organizations' culture to be progressive, warm and responsive to stakeholders and communities served.
- Support and encourage the development of culturally competent approaches surrounding diversity, equity and inclusion across Alliance and its network organizations.
- Function as a point of dispute resolution as needed in maintaining relationships with Alliance network organizations. Ensure network organizations design and maintain dispute resolution processes for their respective stakeholders.
- Ensure periodic assessment of existing partnerships and relationships; cultivate and grow relationships with key external stakeholders in support of strategic and annual goals.
- Function as organization's public face in matters of legal or external communication and representation.
- Ensure Alliance and network organizations are equipped to maintain compliance with all contractual, regulatory and funding requirements.
- Ensure adherence to agency standard of ethical behavior as outlined in the Corporate Compliance Program, the Code of Business Conduct and associated policies and guidelines, and all applicable laws and regulations.
- Ensure all orders and resolutions of the Board of Directors are carried into effect, and perform such other duties as assigned by the Board of Directors.

Qualifications:

- Bachelor's degree required. Master's degree in relevant field preferred.
- Demonstrated commitment to Alliance and member organizations' mission, vision, values and the people served.
- Eight years of senior leadership experience, with at least five years of progressively responsible experience for an entity serving persons with disabilities or related field in support of vulnerable populations.
- Demonstrated, strong business and financial acumen within the non-profit sector.
- Proven record working collaboratively with governmental and regulatory organizations.
- Demonstrated capacity to engage fundraising campaigns, philanthropic initiatives and grant-based funding sources.
- An inclusive, transformative leadership and management style that encourages staff in ways that motivates them to perform at their best and provides opportunities for professional development and advancement.
- Experience helping organizations develop and implement creative, culturally competent strategies that lead to increased capacity and outcomes.
- Must possess a valid driver's license and/or have access to reliable transportation sufficient to attend meetings and to conduct site visits (weekly).
- Must have the ability to travel out of town (greater than 3 hours drive), 2-3 times per quarter (with occasional overnight stays).

Job Description revised periodically to meet the needs of the program.

Employee Signature

Date

Employee Name (Printed)