

Job Title:	CEO	Job Category:	Exempt
Location:	3765 S. Higuera, Suite 140 San Luis Obispo, CA 93401	Education:	Bachelor's Degree required
Salary Range:	\$80,000 with PTO benefits	Hours:	Fulltime. Some evenings and weekends, as needed.
Please submit a resume and cover letter to executivesearch@spokesfor nonprofits.org by January 31, 2018			

website:
www.spokesfor nonprofits.org

Mail:
3765 South Higuera, Suite 140
San Luis Obispo, CA 93401

Job Description

Reporting to the board of directors, the CEO leads Spokes to ensure its mission, strategy, values, and goals are successfully realized. Specific responsibilities include:

1. Business Growth

- Furthers Spokes' mission. Implements strategies to better **guide nonprofits in achieving their goals with support and expert resources.**
- Leads the board and staff in the growth of earned revenue and diversified revenue streams.
- Uses performance metrics and quality indicators to guide operational decision-making.
- Shows resilience if targets are not met; develops and implements action plans to address shortfalls; incorporates performance feedback from others and makes adjustments.

2. Fundraising

- Identifies an annual fundraising goal with the board and creates, implements and prioritizes a strategic plan to reach that goal by:
 - Overseeing research of potential funding sources including private donors, foundations, corporations, and local businesses;
 - Creating and leading an action plan to cultivate and pursue those sources, with support from board members;
 - Overseeing and submitting grant proposals;
 - Working with staff and Committee Members to stage special fundraising events; and
 - Administering fundraising records and documentation for presentation at each board meeting.
- Responsible for stated fundraising goal as specified in Spokes' Strategic Plan.
- Oversees all marketing, branding and communications activities.

3. Financial Management

- Responsible for the fiscal integrity of Spokes and regularly reporting on financials to the board.
- Prepares an annual budget for board approval. Manages the organization's resources within the budget guidelines and according to current laws and regulations.
- Collaborates with the board to ensure that the organization operates in a long-term sustainable manner.
- Develops plans that maximize the financial strength of the agency without adversely affecting other criteria of success (e.g., member satisfaction, quality of service). Communicates the key performance levers and manages to these measures.

4. Programs and Services

- Oversees development and implementation of programs and services to meet objectives as outlined in Spokes' strategic plan.
- Evaluates programs and services to ensure their ongoing effectiveness, relevance and success.
- Ensures member needs are met, concerns are properly addressed, and builds member loyalty.
- Treats all members and Spokes visitors with respect and integrity.
- Utilizes the feedback from member surveys to inform planning and drive improvements.

- Aligns systems and processes to ensure responsiveness and to anticipate member needs.
- Consistently participates in Spokes programming to model a commitment to continuous learning and fellowship with other participants.

5. Human Resource Management

- Attracts, retains, develops and leverages staff talent. Creates an environment where staff and volunteers are engaged, united, and performing at high levels.
- Institutes and utilizes an effective performance management system for all employees that include annual objective setting and evaluation.
- Manages and evaluates staff and volunteers according to approved policies and procedures.
- Maintains authority and respect to the lowest possible levels in order to lead an efficient, action-oriented and learning culture; accepts the associated risks and mistakes in the spirit of continuous learning.
- Provides a work environment that values diversity and inclusion among volunteers and employees regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status or disability.
- Leads by example. Acts in an ethical manner reflecting core values of integrity, transparency, accountability, respect and responsibility. Models openness, honesty and accountability to colleagues, volunteers, donors and all others involved with Spokes. Acknowledges and demonstrates that there is always room for personal growth and improvement.

7. Board Administration and Support

- Cultivates a strong Board of Directors willing to lead and contribute to the fund development success of the organization. Works to assure independent governance oversight and performance accountability of the board and the CEO.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Assists President in setting agendas and preparing materials for meetings.
- Facilitates a regular strategic planning process.
- Participates in board recruitment and vetting.
- Serves as liaison between board and staff.

Skills and Qualifications

- Minimum of three years of nonprofit executive leadership with proven results.
- Strategic management and evaluation skills.
- Demonstrated budgeting and fiscal management skills.
- Board development experience.
- Proven fund development experience, especially in foundation, individual, and corporate giving.
- Strong oral and written communication skills. Able to make an excellent first impression. Listens well.
- Supervisory and team building experience. Ability to effectively motivate, develop and manage the work of others in a dynamic, complex and fast-paced work environment.
- Exhibits professionalism, attention to detail, and consistent follow-through.
- Familiarity with best practices in nonprofit management.
- Proficiency in Microsoft Office and Gmail required. Must also be able to work in Mail Chimp, Box, Neon, and Survey Monkey.

Equal Employment Opportunity

Spokes provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants and employees who are or become disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential functions of the job and should not be considered as a detailed description of all the work requirements of the position. Spokes may change the specific job duties with or without prior notice based on the needs of the organization.