

Chief Executive Officer Job Description

POSITION SUMMARY:

The Chief Executive Officer is responsible for the overall administration and management of Neuro Challenge Foundation for Parkinson's, Inc., including development, programs, earned income brands, and business operations. Areas of responsibility include fundraising, operational management and administration, fiscal management, personnel management, and public relations. This position is hired by and directly accountable to the board of directors through its elected board chair.

RESPONSIBILITIES:

1. MANAGEMENT AND ADMINISTRATION

1. Develop and facilitate an active fundraising and planning process in partnership with the Development Director.
2. Develop and administer policies and procedures for ongoing operations of the organization.
3. Oversee all programs for quality and meeting the needs of the Parkinson's community.
4. Ensure compliance with funding sources and regulatory requirements.
5. Manage and grow earned income brands – Parkinson's Expo and Neuro Challenge Network.
6. Provide information for evaluation of the organization's activities.

2. FISCAL

1. Develop, recommend, and monitor operational and other budgets.
2. Approve expenditures.
3. Provide for proper fiscal record-keeping and reporting.
4. Submit monthly financial statements to the board of directors.
5. Prepare and submit grant applications and funding proposals as appropriate.

3. PERSONNEL

1. Recommend personnel policies to the board for development.
2. Administer board-approved personnel policies.
3. Ensure proper (legal) hiring and termination procedures.
4. Oversee any and all disciplinary actions.
5. Assure annual evaluation of all staff and provide for appropriate developmental action plans.

4. BOARD RELATIONS

1. In alignment with the Board of Directors, develop organizational goals and objectives consistent with the mission and vision of Neuro Challenge Foundation for Parkinson's, Inc.
2. Assist the board in the development of strategic plans, annual plans and fundraising plans.
3. Initiate and assist in developing policy recommendations and in setting priorities
4. Assist the board chair in planning the agenda and materials for board meetings.
5. Facilitate the orientation of new board members.
6. Staff board committees as appropriate.

ATTRIBUTES:

1. Transparent
2. Integrity and honesty
3. Responsive
4. Exceptional presentation and speaking skills
5. Delegator
6. Energetic
7. Future-oriented
8. Entrepreneurial
9. Collaborative
10. Comfortable with conflict and standing one's ground
11. Resilient

SKILLS and EXPERIENCE:

1. Non-profit management
2. Direct fundraising experience
3. Sales and marketing experience
4. Health care industry experience
5. Business development experience