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## **Stand Up Placer, Inc. – Job Description**

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<b>Position:</b>	Chief Executive Officer/Executive Director
<b>Reports To:</b>	Board of Directors
<b>Location:</b>	On-site at Stand Up Placer site
<b>Job Status:</b>	Exempt, Full Time

### **ABOUT STAND UP PLACER**

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, human trafficking and their non-offending family members. Our mission is to save lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault and human trafficking.

### **POSITION SUMMARY**

The CEO/ED, under the direction of the Board of Directors is responsible for overseeing the administration, programs, strategic plan and daily operations of the organization and its employees and volunteers. The CEO/ED will communicate regularly with and report to the President of the Board of Directors.

### **ESSENTIAL RESPONSIBILITIES WILL INCLUDE THE FOLLOWING:**

#### **Leadership and Governance**

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Foster effective teamwork between the Board and the CEO/Executive Director and between the CEO/Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as requested and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile
- Responsible for leading in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- 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

### **Financial Planning and Management**

- Work with staff and the Board (or its subcommittee) to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization; develop resources sufficient to ensure the financial health of the organization.
- Responsible for the success of fundraisers
- Develop an annual fund development plan to be reviewed and approved by the Board of Directors
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization; approve expenditures within the authority delegated by the Board
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Ensure that sound bookkeeping, and accounting procedures are followed.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization

### **Organization Mission. Program Planning and Management**

- Work with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

### **Operational Planning and Management**

- Develop an operational plan which incorporates goals and objectives that work toward the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board and donors
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored, and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials
- Evaluate and improve, when necessary, the operational systems, processes and policies in support of the organization's mission.
- Responsible for identifying the target audiences and finding new programs that will benefit the client base and community through the development of strategic plans and setting goals for all programs within the financial constraints of the organization
- Provide the Board a monthly Executive Directors Report to include at minimum a financial report and metrics on each program including the number of clients served, total number of volunteer hours, etc.

### **Human Resources Planning and Management**

- Determine staffing requirements for organizational management and program delivery
- Supervise all paid staff and volunteers, either directly or by delegating such oversight
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary, using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures
- Establish training programs for all employees to insure their success in their job.
- Actively engage, empower and energize volunteers and staff

### **Community Relations, Outreach and Advocacy**

- Responsible for the enhancement of Stand Up Placer's image by being active and visible in the community and by working closely with other professional, law enforcement, civic and private organizations
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Promote the organization's mission, raise awareness of the organization and increase funding opportunities for the organization
- Responsible for other duties as assigned by the Board of Directors.

### **QUALIFICATIONS**

- Bachelor's degree and a minimum of 5 years of progressively responsible nonprofit management experience.
- Knowledge of all federal and state legislation applicable to non-profit sector organizations including: employment standards, occupational health and safety, etc.
- Knowledge of and experience in preparing budgets and managing financial resources for a not-for-profit organization, including knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Experience in managing a complex organization and maintaining good relations with the Board of Directors, employees, donors, clients, volunteers and the public.
- Knowledge of Human Resource procedures, State and Federal legislation regarding the employee work environment.
- Knowledge of Diversity, Equity and Inclusion practices to support mission driven activities as well as staff engagement and retention.
- Excellent communication skills both verbal and written. Strong public speaking ability.
- Strong organizational abilities including strategic and financial planning, delegation and program development
- Experience in demonstrating transparency and high integrity leadership.
- Ability to lead, motivate and collaborate with staff and volunteers.
- Knowledge of current community challenges and opportunities relating to the mission of the organization.
- Proficiency in the use of computers for word processing, financial management, E-mail. Internet.

**ESSENTIAL PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

**DISCLAIMER STATEMENT**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

**COMPENSATION AND BENEFITS**

Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, 401K, paid vacation, sick time and holidays.