

# Community Action Partnership of Central Illinois JOB DESCRIPTION

**POSITION:** *Chief Executive Officer*  
**RESPONSIBLE TO:** *Governing Board President*

**WORKSITE:** *Corporate Office*  
**Classification:** V (Exempt)  
*Salary Range - \$62,400 - \$90,000*

## RESPONSIBILITIES:

The focus of this job is on achieving results which are aligned with the big picture of CAPCIL, and its strategic goals. Initiative, coupled with a sense of competitive drive, and the ability to stay focused on results despite changing conditions, is the key to achieving the performance objectives of this job. Because environmental and organizational conditions change rapidly, the work involves innovation and creativity in generating ideas for quick response. Decision-making is focused on implementing practical, timely solutions. The job requires getting things done quickly and handling a variety of diverse and complex activities. Self-assurance, and the confidence to purposely drive toward results while constantly problem-solving and engaging the commitment of others is essential. A leadership style that is firm and goal oriented, and yet motivates, trains, and engages others in an enthusiastic way is important. The emphasis on building rapport and relationships with individuals and groups requires an outgoing, poised, and persuasive communication style. Because the pace of the work is faster than average, the ability to learn quickly and thoroughly while continually recognizing and adapting to changing conditions is critical. The scope of the job may require effective delegation to proven people. Especially routine and repetitive details should be delegated but with responsibility for follow up and accountability for timely results. While the job requires the ability to act independently, a sense of urgency and the confidence to handle a variety of challenges, a full commitment to the success of the business and high standards of achievement are expected in this position. The emphasis is on results, and effective systems that achieve results through and with people, rather than on the details of implementation. The job environment is flexible, constantly changing and provides growth opportunity, recognition, and reward for the achievement of business results.

## ACTIVITIES and DUTIES

1. Provide direct supervision of Leadership Team.
2. Develop and oversee appropriate processes to ensure integrity of fiscal functions, including comprehensive financial reporting, appropriate budget development and monitoring activities, and creating appropriate internal controls that result in limited grant findings.
3. Provide the Governing Board with all necessary information that allows the body to make sensible and effective corporate policy in collaboration with the CAPCIL Leadership Team.
4. Develop and maintain positive working relationships with service providers, funding sources, and community stakeholders at the local, regional, state, and national levels.
5. Work closely with the Agency Development Director to establish and implement effective public relations campaigns ensuring a widespread and consistently branded portrayal of the Agency and its work.
6. Work closely with Chief Fiscal Officer, Human Resources Director, HR Compliance Coordinator, and Department Directors to maintain corporate operational agreements including but not limited to: 501(c)(3) agreements, By-Laws, Employee Handbook, Fiscal Policy, Annual Report, Strategic Plan, vendor agreements, leases, and all other periodic operational reports.
7. Work closely with the Human Resources Director and Department Directors to build and maintain contemporaneous job descriptions and job classification wage and salary scales for all staff that include updated wage and salary information, relevant duties and responsibilities, and Key Performance Indicators that measure desired outcomes for each role.
8. Work closely with the Community and Personal Development Director to conduct an annual comprehensive community assessment that includes both qualitative and quantitative data. Data should be used for ongoing evaluation of the Agency program portfolio to ensure appropriate changes are made based on changing community need.
9. Develop and oversee systems to promote the motivation and professional development of team members at all levels of the organization.
10. Mobilize and pursue resources to enhance and expand agency's capacity and effectiveness.

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11. Work closely with the Agency Development Director to generate unrestricted corporate resources that are adequate to offset departmental shortfalls.
12. Oversee the preparation and negotiation of contracts, grant applications, grant awards and related documents and signs such documents.
13. Work closely with the Chief Operations Officer to conduct regular and ongoing risk assessments with the goal of building a Risk and Safety plan that provides processes and organizational culture principles that mitigates seen and unforeseen risks.
14. Work closely with the Chief Technology Officer to provide the Agency with innovative technological solutions that ensure a positive work-environment for the staff, a secured virtual workspace, and provides mitigation strategies that prevent or reduce negative consequences relating to business interruption events.
15. Participate and serve as a visible presence in State and National affiliate organizations.

## APPLICANT CHARACTERISTICS

1. Possesses a sense of urgency for goal achievement and has mastered the ability to manage varied activities and simultaneous projects in a fast-paced, constantly changing environment.
2. Is a results-focused Idea generator that possesses an innovative and creative problem-solving approach.
3. Has the ability to quickly establish a rapport with all socio-economic classes and has a relationship building focus with the goal of achieving results.
4. Engages commitment of others quickly and effectively. Establishes trust and instills a sense of confidence from a capable and confident leadership team.
5. Is a problem solving professional and is willing to take calculated risks.
6. Possesses an action-orientation and has a willingness to collaborate in decision-making
7. Can quickly make decisions in response to changing conditions
8. Demonstrates confidence, enthusiasm, persuasively Influences, and stimulates others to action
9. Is comfortable with authoritative leadership even when he/she only possesses generalist expertise and/or knowledge of systems.
10. Can confidently lead to assure business results are achieved
11. Is comfortable with delegation of details as necessary, with follow up on timeliness and quality

OUTCOME	KEY PERFORMANCE INDICATOR	MEASUREMENT TOOL	WHAT DOES GOOD LOOK LIKE?
Leadership team is effective in management and oversight of their Departmental spaces	# Of Grant Management Monitoring notes, observations, and findings.	Grant Monitoring reports	Each Department has no more than <ul style="list-style-type: none"> <li>• 1 Finding</li> <li>• 3 Observations</li> <li>• 10 Notes</li> </ul> Annually measured
Employee Engagement and Employee Satisfaction is high	Percent of Staff who are Satisfied or Very Satisfied with their employment at CAPCIL  Percent of Staff who would recommend working at CAPCIL to a friend or family member	Employee Satisfaction Survey administered by the HR Office	90% of staff are either satisfied or very satisfied with their employment.  85% of staff would recommend working at CAPCIL Average of 2 surveys
Agency is managed with high degree of excellence from a fiscal perspective	Revenue neutrality or gains of each Department	Agency Wide Budget & Revenue and Departmental Revenue and Expense Reports	Departments - other than Agency Development /Administration -complete their program year revenue neutral or with net positive

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## QUALIFICATIONS:

1. Bachelor's Degree in social service, business or relevant field. Master's Degree preferred.
2. Three years' experience in a leadership position in either a non-profit organization or for-profit organization.
3. Understanding of financial record keeping and reporting
4. Demonstrated skills in decision-making, corporate business practices, personnel management, and grant management.
5. Acute public awareness and ability to relate to persons of diverse backgrounds.
6. Excellent written and oral communication skills.
7. Proven skills in computer technology and applications.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
DATE

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
DATE

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.