



## **Job Title – President and Chief Executive Officer**

### **JOB SUMMARY**

The President and CEO is the leader of the organization, establishing a vision for Community Impact that is achieved through the efforts of a diverse team of high-performing leaders, staff and volunteers alike. The President/CEO is the Chief Mobilizer; s/he leverages the power of relationships and networks, and works across private, public and corporate sectors to generate resources and financial support for the organization. The President/CEO possesses a high level of broad business and management skills and is dedicated to shared and measurable goals for the common good. The President/CEO is the steward of the CIVIC Leadership Institute brand and is responsible for building trust and its relevance in the community. S/he strives to leverage CIVIC Leadership Institute's breadth of community presence, relationships, and strategy ensuring that CIVIC's mission of "connecting executive leaders through service to improve life in Hampton Roads" is delivered.

### **ESSENTIAL FUNCTIONS**

- Board of Directors – The President and CEO is the direct liaison between the Board of Directors and the organizations staff. Works with the board to establish the strategic vision, and budget planning for the organization. Engages board members in fundraising initiatives as well as programming development and alumni engagement. Maintains an open communication with the board reporting any significant information. Oversees and leads the administration for the board, (committees and tracks the outcomes. The President and CEO assists with board development, suggesting, recruiting and training volunteer board members.
- Programming (CIVIC Scholars and Executives) - Responsible for CIVIC's two major programs from planning to execution and budget oversight. Provides oversight on events and program days throughout the year to ensure best execution by the entire team. Oversees program formatting and content working closely with the Program and Communications Manager. Facilitates all program days. Leads the Community Impact Initiatives (CII), working directly with senior executives and community leaders to incorporate regional and statewide initiatives.
- Alumni engagement – Leads the initiatives to promote engagement of past classes through programming, individual meetings, and fundraising initiatives.
- Fundraising and financial management – Ensures the long-term viability of the organization through fundraising, sponsorship and grant applications. This includes cultivating major donors, leading the year-end campaign and building relationships with stakeholders (e.g. Darden Award recipients, ODU, Community Foundations). Creates and manages the budget in collaboration with the Finance Committee and Treasurer.
- Daily oversight of the organization's operations and its staff – Management of payroll and direct responsibility of all areas of HR to include coaching and performance.
- Community outreach – Maintains a positive and engaging image with stakeholders, program participants, alumni and the Hampton Roads business community. Attends networking events and partners with other organization to raise CIVIC's profile. Oversees all marketing and external communications.



## KNOWLEDGE & EXPERTISE

- Expert Communication skills included competency in communicating with a variety of people, public speaking in large groups, excellent written communication skills.
- Accomplished fundraiser
- Knowledge of website management (WordPress)
- Excellent knowledge of budget management and financial oversight
- Proficiency in Word, Excel, and Outlook,

## ABILITIES

- Leadership
- Management
- Ability to handle multiple priorities and manage a demanding workload with often inflexible deadlines including attention to details.
- Ability to collaborate with colleagues in a small, fast-paced office environment where teamwork is critical to the success of the mission.
- Critical thinking
- Mission-Focused
- Relationship-Oriented
- Collaborator
- Results-Driven
- Brand Steward
- Visionary
- Team-Builder
- Network-Oriented

## MINIMUM QUALIFICATIONS

Bachelor's degree and at least 5 years' experience in non-profit management.

## WORKING ENVIRONMENT

This is an office- based position with minimal physical requirements such (ability to lift 25lbs).

Occasional nights and weekend work will be required.

FLSA status: This is an exempt position

## APPLICATIONS

**To apply:** Applicants must submit a cover letter and a resume through the career section of the CIVIC website:

<https://www.civichr.org/about/career-opportunities/>

Applications may also be sent via mail to: CIVIC Leadership Institute, 4211 Monarch Way, Suite 116, Norfolk VA 23508

**Application Review Date:** Initial application review date will be on January 31<sup>st</sup> 2023, position will remain open until filled

Annual salary commensurate with experience.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee. From time to time, the CIVIC Board of Directors will ask job holder to perform additional duties related to the completion of the work.



## **ABOUT CIVIC LEADERSHIP INSTITUTE**

CIVIC was founded in 1996 when several key leaders recognized the need to broaden and diversify the region's community leadership. Today, CIVIC has grown into an exceptional network of over 1,000 highly accomplished, connected, civic-minded leaders willing to step up to the exciting work of making Hampton Roads the best it can be.

Our alumni are a key part of the region's success stories, and many of these accomplishments are in large part due to the connections and relationships built from CIVIC. Using their deep understanding of our region's intricate and complex civic issues and their network, they are helping to propel the region forward. Many of our alumni are serving in capacities both at the city and county levels, as well as the statewide level. Our organization serves as a resource to many of the region's top initiatives providing a diverse database of leaders who are ready to engage and make an impact in our community.

Each year, the CIVIC Leadership Institute program is comprised of a diverse group of approximately 50 executive leaders from the Hampton Roads region who reflect the region's diversity of race, geography, profession, and gender. CIVIC has had the honor of collaborating with the most brilliant minds in the area, and our programming continues to educate on key timely topics. Each session allows the executives to deliberate on the issues and engage in a healthy dialogue with the very best of speakers in their respective fields, providing a balanced view and discussion.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

CIVIC Leadership Institute provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, age, religion, gender, gender identity, sexual orientation, national origin, physical or mental disability, genetic information, marital status, political affiliation, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. CIVIC Leadership Institute complies with applicable state and local laws governing nondiscrimination in employment.