

EMPLOYMENT OPPORTUNITY

President/Chief Executive Officer (CEO)

Safety Center Incorporated is a non-profit organization founded in 1934 whose mission is to reduce injuries and save lives by empowering our community to make positive life changing decisions. We accomplish this mission by promoting lifelong safety and health through a variety of community and professional programs.

The President/CEO position is directly responsible to the Board of Directors for the management of Safety Center Incorporated.

Goals and Objectives of the Position:

- Lead the development and execution of Safety Center's annual and long term strategies.
- Provide effective leadership, while administering and directing all activities of the organization toward the fulfillment of the values, mission and vision of Safety Center.
- Manage a \$5+ million budget within the policies established by the Board of Directors.

Specific Responsibilities of the Position:

- **Strategic Leadership:** Articulate both short and long term vision and strategic direction of Safety Center programs and activities; develop strategic and operational plans with the Board and staff; set clear goals, objectives and measures that drive organizational performance.
- **Board Administration and Support:** Facilitate administration of the Board by promoting proactive development; support the Board to fulfill its governance and fiduciary responsibilities; cultivate strong relationships with the Board; review activities to ensure compliance with governmental and Board of Directors' policies, regulations/requirements.
- **Financial Duties:** Proposes annual budgets that support operations and growth while maintaining Safety Center's financial health. Implements the budget effectively and responsibly, keeping the Board apprised of the financial situation and making recommendations for adjustments during the fiscal year.
- **Management and Staff Development:** Lead senior management to strengthen and support the programmatic, financial and operational goals of Safety Center. Ensure opportunities for continued education, training and professional development. Effectively uses the chain of command, organizational structure, and delegation of authority and responsibility.
- **Program Delivery:** Oversee design, promotion, delivery, assessment, compliance, and quality of programs. Ensure that all programs consistently deliver innovative, high-quality services that are aligned with the mission and values of Safety Center and that will readily meet the changing needs of clients. Ensure that all programs and operations are in compliance with applicable local/state/federal regulations. Establish systems to regularly and systematically evaluate and measure the results of programs.
- **Community Relations and Advocacy:** Serve as a respected, visible and influential leader in the community ensuring Safety Center and its mission, programs and activities are consistently presented in a strong, positive image. Interface regularly with other community organizations, key constituent groups, county departments, and political leaders. Monitor proposed legislation and recommends positions to Board of Directors. Recommends legislative action based on approved position statements. Assists in implementation of legislative action plan.

Desired Qualifications, Education and Characteristics:

- Advanced college degree
- Ten-plus years of senior level management experience in a large/complex organization
- Inspiring and influential leader skilled in creating and managing diverse teams of professionals
- Experience developing strategic plans and fiscally sound programs
- Exceptional interpersonal, networking and public speaking skills

Interested Candidates:

Forward your resume and response to the following in essay format:

1. Explain your experience in strategic financial management and fundraising
2. Explain how you have built trusted relationships with the community and staff
3. Explain how you have used strength based principles in staff development
4. Explain how you are an action and results driven leader

to Safety Center Board Chair, Michael Williams at mwilliams@hsmlaw.com no later than May 10, 2018

Candidates who are selected to advance will be notified by May 14, 2018 and invited to interview May 15 - 18, 2018.