

## EMPLOYMENT OPPORTUNITY

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### 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. They provide effective leadership to 113 full-time, part-time, on call and short hour employees, while administering and directing all activities of the organization toward the fulfillment of the values, mission and vision of Safety Center, which has a \$5+ million budget.

#### Current Priorities

- **Strategic Planning:** Partner with the board to affirm the organization's mission and develop a strategic plan to serve as a roadmap for the future.
- **Board Governance:** Support the Board with their efforts to recruit engaged, effective, and diverse Board members from throughout the region. Guide the Board in understanding and following best practices in nonprofit Board governance.
- **Organizational Evaluation:** Evaluate the organization structure, programs, policies and procedures, making recommendations to the Board as necessary for improvements and priorities, reallocating resources as needed and injecting new life into programs and/or sunseting other programs.
- **Long-Term Financial Stability:** Create a comprehensive revenue strategy with diversified revenue streams that stabilize and sustain the organization for the long-term.
- **Staff Development:** Bring key staff to higher levels of competence; review and assess current staff for effectiveness.

#### 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. Develop a unified message of Safety Center's value proposition.
- **Board Governance and Support:** Facilitate best practices in administration of the Board 's functions by promoting proactive Board 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:** Propose annual budgets that support operations and growth while maintaining Safety Center's financial health. Implement the budget effectively and responsibly, keeping the Board apprised of the financial situation and making recommendations for adjustments during the fiscal year. Maintain and develop new sources for funding.
- **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 use the chain of command, organizational structure, and delegation of authority and responsibility to create a positive work environment and strong employee engagement.

- **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 all programs and operations are in compliance with applicable local/state/federal regulations. Establish systems to regularly and systematically evaluate and measure program results. Manage and develop partnerships that expand capacity 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 recommend positions to Board of Directors. Recommend legislative action based on approved position statements and assist in implementation of legislative action plan.

### Ideal Candidate

#### Skills and Knowledge

- Able to perform under pressure in a complex organizational structure with competing priorities
- Demonstrate the ability to quickly gain an understanding of the operations and programs of Safety Center
- Demonstrate the ability to identify, implement, manage, and sustain changes that improve organizational effectiveness
- Capability to bring current operations under appropriate controls and operating efficiently while also looking to the future for growth and potential challenges
- Background in strategic planning and business and financial management with the ability to read, understand, and explain financial statements
- Able to develop and expand strategic, revenue-generating partnerships
- Understanding of nonprofit organizations and board governance best practices; able to effectively manage the relationship between Board, President/CEO, and staff
- Well-versed in board development and governance practices that create an engaged, high-performing Board of Directors
- Networking and relationship building skills to help drive connections with potential partners in the nonprofit, corporate, and government sectors
- Inspiring and influential leader skilled in creating and managing diverse teams of professionals
- Able to create a positive work environment while also holding employees accountable
- Committed to a coaching, strengths-based approach to developing staff; states clear expectations and provides constructive feedback; demonstrates fairness and caring for staff
- Inspires a cohesive, team atmosphere in which all departments and programs are working together to accomplish the mission; creates equity across departments so all feel valued and part of the whole
- Shares ownership with the staff and is able to delegate responsibility appropriately empowering employees to take ownership of their program areas and feel engaged in the mission of Safety Center
- Excellent communicator who can craft and deliver the organization's mission in a compelling manner, generating greater interest among all stakeholders and articulating the value proposition of Safety Center
- Tech savvy professional with proficiency in MS Office, social media skills, and the ability to use technology to create organizational efficiencies
- Background in safety education and training a plus

### Personal Characteristics

- Self-assured leader who is able to make tough decisions across operational, programmatic, and personnel functions
- High emotional intelligence with the ability to listen, learn, and motivate board members, staff and other stakeholders; exceptional interpersonal skills
- Patient and able to resolve conflicts and handle difficult conversations in a diplomatic manner
- Strategic thinker who makes decisions that lead to long-term stability for the organization
- Innovative and open to new ideas; embraces change and committed to affecting behavioral change through all programs
- Forward thinking, with the ability to promote the vision beyond “how we’ve always done it”
- Resourceful and unintimidated by the unique challenges of this complex nonprofit organization
- Charismatic, energetic; can-do attitude
- Passion for Safety Center’s mission

### Education and Experience

- At least 5 years of experience in a senior leadership role with a complex, multi-program organization; experience with fee for service and government contracts a plus
- Bachelor’s degree required; Master’s preferred

### Compensation and Benefits

Salary range is \$150-\$200K + benefits, dependent on experience

### To Apply

Please send resume and a letter of interest to **Andrea Weiss, Search Consultant**, [andrea@weisscareer.com](mailto:andrea@weisscareer.com), 530-756-8219. Priority review of applications will begin May 10, 2019. The position is open until filled.