

Georgia Micro Enterprise Network, Inc.

Chief Executive Officer Job Description

Job Title: Chief Executive Officer

Overall Job Description

Responsible for overall organization management including leadership, strategic planning, fund raising, board of directors relations, budget/finance, human resources, public relations, advocacy, communication and development planning. Acts as chief organization spokesperson to government agencies, community organizations and the public.

1. Board Administration and Support -- Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting Board's evaluation of chief executive. Implements Board strategic planning. Ensures the board has current and sufficient information on a monthly basis, in preparation for each board meeting or as otherwise requested.
2. Fundraising -- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation. Raises enough revenue to accomplish program goals, per board approved annual budget on an annual basis.
3. Program, Product and Service Delivery -- Oversees design, marketing, promotion, delivery and quality of programs, products and services. Develops and expands programs per approved business plan, with annual evaluation of each program's effectiveness in meeting goals and objectives at the first board meeting of the fiscal year.
4. Financial, Tax, Risk and Facilities Management -- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations. Provides monthly reports, quarterly reviews, and supplemental action programs.
5. Personnel Management -- Develops and manages a sufficient staff to meet program goals, to include volunteers/interns and no ongoing personnel complaints. Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations. Maintains a professional and safe working environment. Provides succession planning, in-house training, outside training, promotion from within, a human resource plan, and active recruiting, as necessary.
6. Community and Public Relations -- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.

Qualifications

The Chief Executive Officer should be a visionary and a strategic leader with high energy. The Chief Executive Officer should also possess:

- Passion for the mission of GMEN and developing microentrepreneurs.
- Past success at fund development, including knowledge of and success in attracting foundation and corporate grants and developing alternative sources of revenue.
- Ability to identify, steward and solicit individual donors.
- Significant and proven leadership skills developed through several years in senior management positions.
- Experience managing a complex budget (for-profit or non-profit).
- Excellent organizational development, interpersonal, marketing, communication, administration and personnel management skills with success in managing and motivating volunteers and staff.
- Ability to raise GMEN's visibility throughout Georgia through successful marketing, including expansion of the membership base.
- Understanding of non-profits, their unique budget and funding needs and experience working with boards of directors.
- Affinity for working with a culturally and politically diverse community.
- Ability to move seamlessly among the non-profit, business, government and microenterprise communities.
- Ability to build collaborative ventures with diverse constituents.
- Excellent communication (written and oral) and analytical skills; strong presentation and computer skills, including public speaking and grant writing.
- Ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management.
- Capability of developing and implementing evaluations of program goals and objectives.
- Experience in start-up organizations or as an entrepreneur.
- Bachelor's degree required; masters or professional degree preferred.

Other Considerations

The Chief Executive Officer must be able to travel throughout Georgia, attend conferences, recruit and visit members, attend training and other events as required to fulfill the responsibilities of the position.