



Job Description

Title: Chief Executive Officer/President

Reports To: Board of Directors

General Function:

The CEO serves as the President of the agency with administrative and executive responsibilities and the performance of all service programs and operational activities. The CEO is the vital link between the Board and the operations of the agency. Consistent with policies and procedures approved by the Board and all applicable federal and state regulations affecting the Kansas Department of Child and Families, the CEO shall plan, organize and manage the activities of the agency to assure authorized services are provided and operational objectives are attained.

Primary Responsibilities

1. Management of Programs

- A. Responsible for the direction and performance of the agency's social service programs and the administration of the program policies and procedures.
- B. Evaluate the effectiveness and needs of existing programs and continually strive to strengthen the quality of each program and expand the agency's services.
- C. Stay updated to the changing trends in the field of child welfare and keep the agency responsive to the emerging professional environment.

2. Management of Staff

- A. Responsible for all agency staff and their performance in their assigned duties.
- B. Ensure the agency has competent staff to handle the various activities and services of the agency by:
 - 1) Identifying the number and type of staff positions required;
 - 2) Establishing and revising, as necessary, job descriptions, performance standards, pay and benefits for each staff position; and
 - 3) Establishing the hours of work for all personnel.
- C. Implement and revise, as necessary,
 - 1) Personnel and general office policies, practices and procedures.

- 2) Personnel performance appraisal mechanisms and ensure yearly evaluations are completed for each employee.
- D. Responsible for the recruitment, employment and termination, if necessary, of agency personnel, as appropriate.
- E. Implement personnel compensation and benefits policies approved by the Board.
- F. Ensure that appropriate training and continuing education is provided to appropriate agency personnel.

3. Management of Finances and Property

- A. Manage the financial affairs within the parameters of the policies and annual budget approved by the Board.
- B. Manage the funds, physical assets and other property of the agency by establishing and maintaining systems to:
 - 1) Accurately reflect the agency's financial transactions, including a full account of receipts and disbursements;
 - 2) Track all donations and provide donors with prompt acknowledgement of gifts;
 - 3) Repay financial obligations when due; and
 - 4) Deposit funds and other items of value to the credit of the agency.
- C. Prepare an annual budget in conjunction with the Board Finance Committee for approval of the full Board.
- D. Evaluate proposed capital expenditures and identify each expenditure's impact on the agency's financial condition.
- E. Work with the Board investment committee to develop investment strategies.
- F. Assist in the development and updating of financial policies and practices.
- G. Function as landlord for all rental property owned by the agency by:
 - 1) Overseeing and securing maintenance of all buildings, office facilities and grounds;
 - 2) Leasing office space not currently required for activities of the agency;
 - 3) Collecting lease payments; and
 - 4) Paying utility bills, fees, and other bills associated with the property owned by the agency.

4. Support and work with the Board of Directors

- A. Consult with the Board as appropriate on agency matters. Keep the Board apprised of progress towards meeting organizational objectives, financial status and other significant activities, problems and challenges affecting the agency.
- B. Prepare agenda for Board meetings in conjunction with the Board Chairperson.
- C. Prepare agenda for Board committee meetings in conjunction with committee chairpersons.
- D. Attend Board meetings and Board committee meetings. The CEO may assign another employee to be the CEO's representative at committee meetings.
- E. Provide the Board periodic reports on the agency's performance in terms of financial condition, services, and licensing status.
- F. Supervise the implementation of all Board policies and follow-up on tasks and suggestions for further research and work as requested by the Board.
- G. Facilitate planning activities in the setting of realistic goals for the agency.
- H. Serve as ex-officio, non-voting member at meetings of the Board of Trustees and Board committees.

5. Fundraising

- A. Responsible for leading the agency's efforts to secure adequate funding from a variety of sources to provide for the agency's annual operating needs.
- B. Lead the planning, scheduling, and implementation of effective fundraising programs.
- C. Maintain the legacy-giving and endowment programs to benefit the Agency's long-term funding needs.

6. Marketing and Public Relations

- A. Oversee the development and implementation of effective marketing and public relations programs for the agency to facilitate a positive brand image throughout the region.
- B. Represent the agency as its CEO and chief spokesperson in contacts with donors, supporting churches, governmental agencies, the media, and the general public.
- C. Maintain an active public speaking schedule to promote the agency among currently supporting churches and those churches who could potentially support the agency.
- D. Manage the publishing of a regular newsletter and other written communications/graphically designed public relations items for the agency.
- E. Advocate for the interests of the agency at all times and promote good public relations in the community.

7. Strategic Planning

- A. Work with the Board of Directors in completing periodic strategic planning for the agency.
- B. Set short-term goals and operational objectives for the agency and its staff.

Moral and Religious Requirements

As Carpenter Place is affiliated with the churches of Christ and is governed and supported by members of that body, only individuals who are active and faithful members in good standing with their home congregation will be considered for the position of Chief Executive Officer. Provide spiritual leadership to the staff and residents of Carpenter Place.

Education, Experience and Knowledge Required

A Bachelor's Degree in Social Work or a related field, with a minimum of five years of children's home and administrative experience is preferred. This person shall have skills in supervising and managing social service programs, or related field, and have demonstrated the capacity for administrative leadership through successful work experiences.

The CEO shall possess a strong work ethic and be able to handle the responsibilities that comes with a full work environment. This individual shall also have good interpersonal skills and be emotionally stable. Strong organizational skills are also an important quality as the challenges of a varied workload will demand it. The CEO must continually strive to increase their knowledge in the field of caring for deeply hurting children.

Carpenter Place, Inc. employment is considered ministerial for each of the employees, volunteers, staff members, administrators, officers, and board members. The organizations mission includes instruction, supervision, and providing moral example for members and non-members alike, particularly as its staff and volunteers convey Carpenter Place's religious message and carries out its mission. Carpenter Place, Inc. and its members draw much of our emotional enrichment from close ties with each other. Therefore, all volunteers, staff members, and leadership play a critical role in the culture and traditions of our organization by cultivating and transmitting shared ideals and beliefs, thereby fostering a religious environment that propagates our organization's beliefs by joining in a common religious endeavor.

Carpenter Place, Inc. places its faith in the hands of its ministers, administrators, officers, employees, and volunteers. For this reason Carpenter Place, Inc. exercises complete control over the selection of those who will personify its beliefs. Carpenter Place, Inc. effectively shapes its own faith and mission through said appointments. All Carpenter Place, Inc. staff/volunteers must agree and abide by the agency's Statement of Faith, Mission Statement, Purpose Statement, and Standards of Morals and Conduct.

Within Carpenter Place, Inc. there is a necessity to exclusively employ or associate with Christians who demonstrate a commitment to Christian living, are endowed with and espouse a Christian philosophy in life, and have a belief in Christianity in accordance with the Carpenter Place, Inc. stated policies and beliefs. Carpenter Place employees and volunteers have an obligation to be a visible witness of the Christian faith and principles. Carpenter Place remains committed to living out its faith through our work, because we demonstrate our faith through life, deed; our Christian example is integrated into and communicated through all that we do.