



POSITION TITLE: CEO, Adopt A Class

THE OPPORTUNITY:

- Are you ready to lead an organization into its next phase of growth and community impact?
- Are you committed to inspire hope and a future vision of possibilities for the PreK-8 student population in Cincinnati and Northern Kentucky?
- Do you enjoy being the face of an organization with business leaders, school districts, community partners and donors?
- Can you develop and execute strategy with a talented and passionate team and committed Board of Directors?

CLIENT SUMMARY:

The Cincinnati region has the 5th highest rate of childhood poverty in the US. Our client, Adopt A Class Foundation (AAC), is working to end this epidemic by bringing career-focused, school-based mentoring to 6,000+ children every year. AAC's mission is to facilitate personal, sustained connections between members of the business and civic community and the students in PreK-8th grades. The purpose for doing this is two-fold: provide positive role models who help develop practical and social skills with the students and enhance their knowledge and understanding of career and educational opportunities; Mentors do this while building a culture of philanthropy and teamwork for businesses. The group mentoring experience inspires hope and a future vision of what is possible for the youth in our community.

AAC has 2,500+ volunteer mentors from companies throughout our community and serves 32 schools in Greater Cincinnati and Northern Kentucky. AAC seeks to transform lives and strengthen communities through the engagement of tomorrow's workers.

JOB SUMMARY:

The CEO of Adopt A Class Foundation is a high energy, sales/development focused individual who leads and manages all aspects of the organization. He/she is responsible for the organization's consistent achievement of its mission and financial objectives. The CEO achieves this through consistent high engagement at the C-Level within companies and through the team of 4 full-time staff members. This position has one direct report (COO) and reports to a 19-member Board of Directors.

KEY JOB RESPONSIBILITIES:

Leadership & Management

- Develop and implement the next strategic plan, in conjunction with the Board, which achieves the organization's mission and demonstrates sustainability and consistent and timely progress
- Provide leadership in developing programs, organizational and financial plans with the Board and staff, and carry out plans and policies authorized by the Board
- Keep the Board fully informed on the condition of the organization and all-important factors influencing it; work cooperatively with the Board, including participation in Board and Executive Committee meetings (and other Board sub-committees as requested and/or appropriate)
- Responsible for overseeing the recruitment, employment, record keeping, management, and evaluation of all staff
- Maintain an effective team of staff with an eye towards succession where applicable; encourage staff development and education
- In conjunction with the Board, recruit and orient potential Board members

Programs

- Oversee all programs to ensure they are meeting stated objectives, following applicable policies, and effectively furthering the organization's mission
- Work with Program Director and other staff and/or volunteers on evaluating, improving, and expanding programming
- Maintain a working knowledge of significant developments and trends in the field

Development

- Ensure that adequate funds (including money from grants, individual donations, events, and other fundraising efforts) are available to permit the organization to carry out its work
- Responsible for grant writing, donor solicitation and engagement efforts, events, and other fundraising efforts

Communications

- Represent, publicize, and advocate AAC and its programs to agencies, organizations, the press, and the general public, including through presentations, media interviews, and meetings with individual and groups
- Establish sound working relationships and cooperative arrangements with community groups and organizations
- With the marketing communication team lead, manage the creation of marketing and external communications, including Annual Reports, promotional materials, and newsletters

Operations & Administration

- Develop and maintain annual operating budget; responsible for ensuring the organization is operating within budget guidelines
- Develop and maintain sound financial practices. Responsible for financial and accounting matters, including accounting of all revenue and expenses and review of monthly and annual financial reports
- Ensure that sound human resource practices are in place and with the COO, handle all human resources matters
- Ensure maintenance of official records and documents, and ensure compliance with federal, state and local regulations



IDEAL CANDIDATES' QUALIFICATIONS AND EXPERIENCE:

- Demonstrated passion for the organization's mission
- Strong business acumen, with overall management and P&L responsibility for a non-profit agency or business entity
- Experienced and comfortable with being the face of an organization with business leaders, school districts, community agencies, donors, students, and a variety of stakeholders to increase awareness and commitment
- Meaningful fundraising success with major gifts, capital campaigns, and foundations
- Robust network of business and community leaders in the region
- Multiple years of demonstrated leadership experience, including experience leading and developing staff
- Demonstrated success working with an engaged board
- Excellent written and verbal communication skills, including strong public speaking
- Strong interpersonal skills
- Superior organizational and planning skills, including the ability to multi-task and complete a varied set of tasks in a timely manner (willingness to wear multiple "hats")
- Comfortable working in small team atmosphere
- Strong computer skills, including proficiency with Word, Excel, and other computer programs related to duties, as well as social media proficiency
- A Bachelor's degree
- Experience and a proven track record in development, including grant research/writing, annual funds, donor engagement and cultivation, donor databases, and/or event planning

Preferred

- Experience with program evaluation and development
- Experience with strategic planning and execution
- Nonprofit experience

PERSONAL ATTRIBUTES:

- Driven
- Flexible
- Passionate
- High EQ
- Good listener

For more information, send a brief cover letter and resume to:

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