



OUR FRIENDS PLACE

# Job Opening Chief Executive Officer

Our Friends Place is seeking a team member who is creative, energetic, and has program development experience.

## **TO APPLY:**

- Send a cover letter and resumé to [CEOSearch@OurFriendsPlace.org](mailto:CEOSearch@OurFriendsPlace.org)
- No phone calls please.

## **FOR MORE INFORMATION:**

- Go to [www.OurFriendsPlace.org](http://www.OurFriendsPlace.org)



# Job Description – Chief Executive Officer

## Position Title

Chief Executive Officer

## Exemption Status

Exempt

## Mission Statement

Our Friends Place is dedicated to helping young women break the generational cycles of abuse, neglect, poverty and homelessness through empowering self-reliance and independence.

## Position Summary

The Chief Executive Officer is responsible for the effective and efficient operation of Our Friends Place and ensuring mission alignment across all levels of the agency. The Chief Executive Officer reports to the Board of Directors and leads strategic planning for developing scalable infrastructure and best practices. The Chief Executive Officer is responsible for fostering internal unity, strengthening external networks, and leading OFP in achieving its mission, goals, and objectives while ensuring that it operates with integrity and accountability.

## Responsibilities

### Strategic Planning and Board of Directors Relations

- Develop and evaluate organizational strategic plan with Board input, implementing short-term and long-term strategic plans.
- Work closely with the board of directors to set policies and direction for OFP.
- Fundraise to meet budget and future growth with assistance from staff and board.
- Oversee organizational development to ensure community relevance and mission alignment.
- Inform the Board of Directors on agency operations via monthly meetings, committee touchpoints, and other communication.

### People, Programs and Network Development

- Lead OFP team to ensure mission focus and effective agency operations.
- Develop and maintain relationships with stakeholders, partners, and the broader community to advance OFP's mission and goals.
- Present a positive image of the agency via community engagement, active participation in local events, and public speaking.
- Oversee the development, implementation, and evaluation of OFP's programs, policies and operations and services.
- Oversee hiring, training, and management of staff to ensure the successful implementation of OFP's mission.

### Fundraising, Community Engagement and Resource Mobilization

- Lead OFP's fundraising efforts to secure resources necessary for programmatic and operational needs.
- Serve as an OFP spokesperson and advocate, communicating its mission, vision, and impact to the public and media.
- Facilitate fundraising to meet budget and future growth.
- Develop and maintain positive relationships with key donors and funding sources, sponsors, funding partners, regulatory agencies, and other community organizations.

### Budget and Compliance



## Job Description – Chief Executive Officer

- Oversee financial development, monitoring, and coordination including budgeting, forecasting, and reporting with the Board and staff.
- Ensure the implementation of the agency's policies and procedures and in compliance with legal and ethical standards, including maintaining appropriate governance policies and procedures.
- Other duties as assigned by the Board of Directors

### Qualifications

- A four-year degree is required. Master's degree in social work, public administration, or related field preferred
- Minimum of 10 years of experience
- Hands-on leader, capable of translating objectives into tactical action plans and milestones.
- Proven board and staff development and management skills.
- Demonstrated success in attracting and building new relationships with community partners and donors.
- Fundraising and financial management experience
- Strong leadership and communication skills
- Excellent writing and public speaking skills
- Integrity and passion for growth
- Experience with young women casework related to homelessness is also preferred.

### Essential Qualities

- Committed to cultural awareness, equity, respect, and appreciation of differences
- Personable, with a sustained positive attitude
- Vision-oriented with a drive for improving standards.
- Collaborative leader and team-builder.
- Passion for OFP's mission with the ability to evolve, learn and take risks.

### Physical Requirements

Job conditions require walking, driving, sitting, twisting, stooping, crouching, kneeling, talking, or hearing, making visual inspections, making precise hand and finger movements, reaching, or grasping, lifting, or carrying up to 25 lbs., pushing or pulling up to 25 lbs. A car and a valid State driver's license are required.

### Professional Expectations

- Remain mission driven in all aspects of agency work.
- Participate in staff training and planning sessions.
- Serve as a philanthropic ambassador within the agency and the community.