Chief Executive Officer (CEO) Job Description

SUMMARY
The CEO oversees all HopeCo operations and activities, including fund-raising, donor management and communications, financial management, internal operations, international programs, and board relations. The CEO reports to the Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE CEO

1. Develop and implement a healthy Christ-centered organizational culture that fosters high-performance and qualitative and quantitative growth in all areas of HopeCo’s operations.
   a. Model the development of a healthy, Christ-centered organizational culture that reflects HopeCo’s staff values (Christ-centered, pursuing excellence, building one another up, learning and growing together), and that attracts, retains, and motivates a team of high-performing people.
   b. Champion the Christ-centered ethos of the organization by leading and contributing to devotions and prayer times and encouraging the spiritual growth of others.
   c. Encourage a “learning culture” by facilitating meaningful staff development and training.
   d. Identify emerging leaders within the organization and ensure they are trained and mentored to develop their leadership skills.
   e. Consult with staff regarding critical decisions and empower staff to function without being micro-managed. Prioritize teamwork at all levels of the organization.
   f. Ensure that job descriptions are developed and followed, regular performance evaluations are held, and that sound human resource policies and practices are in place. Develop and maintain succession plans for critical positions.

2. Ensure that HopeCo is making consistent, timely progress toward achieving its short-term goals and long-range strategy in line with its vision and mission:
   a. Work closely with the board and staff to ensure that HopeCo’s vision, mission, and values are accomplished and that there is no “mission drift.”
   b. Work with the board, staff, and other stakeholders to develop and implement a strategic plan. Monitor the plan and report to the board annually on progress made.
c. Coordinate the development and implementation of annual operational plans and report progress to the board quarterly.

d. Ensure appropriate risk management strategies and processes are implemented, including child safeguarding, financial management, mission teams, and health and safety issues.

3. **Have overall responsibility for implementing fundraising goals and donor communications:**
   a. Oversee HopeCo’s communications and marketing strategies to advance its brand identity, public awareness of programs and priorities, and increase its visibility.
   b. Collaborate with other staff to develop and implement fundraising goals and plans.
   c. Ensure high-quality communications are provided to donors, child sponsors, and other stakeholders through print productions (newsletters, letters, and annual reports) and digital communications (including email, social media, and web channels).
   d. Maintain a caseload of major donors ($5,000+ p/a) and prospects, building relationships through face-to-face meetings and other communications to encourage interest and support for HopeCo.
   e. Establish and grow new and existing financial partnerships with churches, businesses, and other organizations.
   f. Prepare letters and funding proposals to major donors and respond to requests for information.
   g. Work with the board to identify prospective donors and fundraising opportunities and follow up with these.

4. **Represent the mission, vision, and programs of the organization to other organizations, churches, and the public:**
   a. Carry out speaking engagements in churches and with other organizations.
   b. Lead and participate in donor vision trips to East Africa.
   c. Respond promptly to complaints or concerns raised by donors and members of the public.

5. **Take high-level responsibility for ensuring the smooth running of program operations:**
   a. Work with the Director of Programs and Regional Director to ensure that realistic plans, policies, training programs, etc., are implemented.
   b. Work with the Director of Programs, Regional Director, and board to ensure appropriate responses during crises that may negatively impact program operations.
c. Visit programs regularly (up to three times a year, depending on the need) to view/monitor operations, meet leadership/staff, and provide training/support as needed.

6. **Ensure that sound financial practices are in place and see that the organization operates within its budget and financial policies:**
   a. Work with the Director of Finance and the Finance and Audit Committee to prepare annual budgets for presentation to the board.
   b. Ensure operational expenses are monitored and remain within budget in line with projected and actual revenue goals.
   c. Closely monitor the organization’s financial health, ensuring adequate funds are available for its ongoing work. Report to the Board monthly on the organization’s financial state.
   d. Work with the Director of Finance and the Finance and Audit Committee to support the annual audit process.
   e. Ensure that the organization meets all statutory reporting and legal requirements.

7. **Ensure that the board is kept fully informed of the organization’s condition, emerging needs, and risks faced:**
   a. Provide monthly reports to the board.
   b. Present reports and recommendations at board meetings.
   c. Ensure the Chair and Executive Committee are apprised of critical events and decisions.
   d. Carry out plans and policies authorized by the board.

8. **Maintain a working knowledge of significant developments and trends** in the Christian non-profit world and work with orphans and vulnerable children. Network with other organizations in the same space.

**QUALIFICATIONS, EXPERIENCE, AND CHARACTER REQUIREMENTS:**

**Essential:**
- A committed Christian with a personal faith in Jesus Christ and capable of providing spiritual leadership to the organization
- Familiarity with the Bible and with Christian theology, faith, and practice
- Fully integrates their faith in Christ into their work

**Advantageous:**
- A master’s degree, preferably in a discipline relevant to this role
- Previous pastoral experience in a church or missions organization
- Prior responsibility for managing budgets of $1 million or more
- Prior experience working with non-profit organizations,
Essential:

- A compassionate, pastoral heart for serving children and staff, both in the US and in Africa
- A person of integrity who can present strong character and employment references and pass a criminal background check
- A bachelor's degree, preferably in a discipline relevant to this role
- 10+ years in leadership roles (CEO, President, or other top leader position), preferably in a nonprofit organization
- Ability to lead and provide support to staff from different cultures and from a distance
- An outstanding team leader who is humble, has integrity, listens well, and can solve interpersonal miscommunication or conflict that arises
- Thinks strategically and can develop, implement, and communicate strategy and operational plans
- Excellent organizational and management capabilities, with excellent attention to detail and the ability to take responsibility, prioritize projects, and deliver goals
- Prior experience in managing organizational budgets of $250,000 or more
- Ability to analyze data, identify trends, and propose appropriate actions in response
- Excellent interpersonal, written, and verbal communication skills; proficient on the phone, on Zoom, in face-to-face meetings, and on video
- Significant experience leading fundraising activities, working with major donors, etc.
- Creative and innovative – embraces change and can generate, develop, and implement new ideas; has strong problem-solving skills
- A lifelong learner
- Has strong time-management skills and can thrive in a busy and sometimes high-pressure work environment
- Excellent keyboard skills with a working knowledge of the MS Office suite
- Able to travel up to 90 days per year to Africa and within the USA

Advantageous:

- Particularly those involved in international development
- Prior experience serving in a cross-cultural context
- Previous experience working for or on a nonprofit board
- Able to write high-quality articles, reports, blogs, etc., for newsletters, web use, and impact reports
- Able to use design software (e.g., Canva) to create graphics, presentations, etc.; ability to use simple video tools, including editing; experience in website management