



## **Job Description**

**Position Title: Chief Executive Officer (CEO)**

**Reports To: Board of Directors**

### **Organizational Overview:**

The Council of Community Services is a 501(c)(3) nonprofit organization committed to improving health, ending homelessness, and increasing access to resources. Founded in 1960 to support individuals and families in the Roanoke Valley, the organization was established to coordinate community services, assess local needs, and reduce service duplication.

Starting with just two staff members and a budget of \$13,500, the Council has grown into a vital part of the community. Headquartered in Roanoke, Virginia, with satellite offices in Marion and Danville, the Council now focuses on four key service areas: capacity building, health services, housing services, and information and referral services.

Today, the Council employs 75 staff members across the Commonwealth of Virginia and operates with an annual budget of over \$7 million.

For more information about who we are and what we do, please visit our website at [councilofcommunityservices.org](http://councilofcommunityservices.org).

### **Position Overview:**

The Council of Community Services seeks a dynamic and visionary leader to join our well-established nonprofit organization as the Chief Executive Officer (CEO). Serving the Commonwealth of Virginia, this role is pivotal in driving our mission forward, ensuring sustainable growth, and making a significant positive impact on the community. The CEO will work closely with the Board of Directors, staff, and key stakeholders to foster a culture of innovation, collaboration, and excellence. As a mission-focused leader, the CEO will oversee local, regional, and statewide programs, enhancing our reach and effectiveness across Virginia.

## **Responsibilities and Duties:**

### **Executive Leadership and Organizational Management:**

- Provide inspiring and inclusive leadership that aligns with our mission and values.
- Develop and implement strategic initiatives to enhance our impact, securing Board approval as needed.
- Oversee daily operations to ensure long-term success and sustainability.
- Build, mentor, and empower a high-performing leadership team to support program development, funding strategies, and operational effectiveness.
- Leverage innovation and data-driven insights to guide decision-making and enhance performance.
- Cultivate a collaborative culture across departments and encourage staff engagement.
- Lead strategic planning efforts and ensure successful execution.

### **Board Governance:**

- Maintain strong, ongoing communication with the Board to foster alignment and support.
- Provide timely and relevant information to enable informed decision-making.
- Attend Board meetings, presenting updates on organizational performance and initiatives.
- Ensure implementation of Board policies and build staff support for Board decisions.
- Collaborate with the Board and committees to address opportunities, risks, and challenges.

### **Development and Fundraising:**

- Lead fundraising efforts in partnership with the Board and staff.
- Develop and nurture relationships with donors, corporate partners, and foundations.
- Ensure financial sustainability by maintaining strong revenue streams and reserves.

### **Financial Management and Administration:**

- Oversee budgeting, financial planning, and resource allocation to align with organizational goals.
- Ensure financial integrity and compliance with all regulations.
- Monitor financial performance and implement strategies to optimize revenue generation, cost efficiency, and long-term sustainability to support our mission and goals.

### **External Relations and Communications:**

- Act as the primary spokesperson, representing the organization at public events, conferences, and partner meetings.
- Promote our mission and programs in a compelling and positive manner.
- Enhance public awareness and engagement through marketing and public relations efforts.

### Core Competencies:

- **Leadership:** Ability to guide, inspire, and influence others to achieve the organization's mission and goals.
- **Strategic Planning:** Capability to develop, implement, and evaluate long-term plans to achieve goals and objectives.
- **Financial Management:** Proficiency in monitoring the organization's financial resources to ensure sustainability and accountability.
- **Communication:** Skills to effectively convey information, ideas, and emotions to various stakeholders and a wide-ranging audience.
- **Fundraising and Development:** Proven ability to secure financial support and resources needed to sustain and grow the organization.
- **Program Management:** Ability to design, implement, and evaluate programs that align with the organization's mission.
- **Board Relations:** Ability to work effectively with the Board of Directors to ensure good governance and strategic direction.
- **Community Engagement:** Skill in maintaining relationships with the community to support the organization's mission.
- **Human Resources Management:** Ability to manage the organization's human resources effectively to maximize performance and employee satisfaction.
- **Innovation and Change Management:** Capability to drive innovation and manage change to keep the organization relevant and effective.

### Personal attributes:

- Integrity and ethical conduct
- Passion for the organization's mission
- Commitment to social impact
- Compassionate candor
- Collaborative approach to leadership

### Education and Experience:

- A Bachelor's degree is required, with a preference for an advanced degree in a related field such as Nonprofit Management, Public Administration, Business Administration, or a similar discipline.
- A minimum of 10 years in an executive leadership role within a nonprofit, foundation, or relevant industry is necessary.
- Must have experience in diverse business functions, including marketing, public relations, and human resources.

**Compensation and Benefits:**

The starting salary range is \$100,000 to \$105,000 per year and comes with a comprehensive benefits package. This includes both Council-sponsored and voluntary benefits such as an Employee Assistance Program (EAP), short-term and long-term disability, group life insurance, a 403(B)-retirement plan, health insurance, dental and vision coverage, a Flexible Spending Account (FSA), paid time off, and more.

**Classification: Exempt/Full-time**