

Position Description

Green Valley Recreation, Inc.

Position Title: Chief Executive Officer (CEO)

Reports to: Green Valley Recreation (GVR) Board of Directors

Supervises: All GVR Staff

Position Summary:

The Chief Executive Officer of GVR is responsible for understanding, adhering to and implementing the policies established by the Board of Directors under the Policy Governance structure. Under this structure, the CEO has broad authority in the Operational Management of GVR, including, but not limited to: staff development, leadership and supervision, financial management, public relations, program development/management and facilities management. The CEO is accountable for leading the organization toward the accomplishment of meeting the Board's Ends policies.

This is a full-time position hired by, and accountable to, the GVR Board of Directors.

Responsibilities:

Leadership & Administration:

- Adhere to the mission of the organization, observable by staff, members and Board of Directors.
- Successfully implement and lead staff in adherence to the Policy Governance structure, which encompasses achievement of long-term and short-term organizational goals.
- Provide strategic leadership in the management of GVR Operations to include development, and improvement to GVR, its facilities and programs.
- Demonstrate initiative, adaptability and a proactive approach to opportunities and challenges.
- Create and maintain an inclusive learning culture that encourages new ideas, methods and designs that improve the quality and effectiveness of GVR classes/ programs.
- Develop and maintain a cohesive community culture.
- Ensure GVR staff and programs operate in compliance with all applicable local, State, and Federal laws and regulations.

Fiscal Management:

- Ensure that GVR continues to operate as a not for profit business in accordance with 501(c)4 regulations and Generally Accepted Accounting Principles (GAAP)
- Oversee the development of the annual budget and the organizations commitment in meeting all budget constraints.
- Strategize with Accounting Department in the financial planning of the organization's short-term and long-term goals.
- Meet Ends policies regarding Financial Management and Asset Protection.

Personnel Management:

- Provide strong, creative and energetic leadership for more than 100 GVR staff members by maintaining established structures of authority, responsibility including effective, regular communication throughout the organization.
- Develop core competency requirements for staff, including written personnel policies and procedures ensuring successful development of staff to create and maintain successful GVR operations, programs and member services that meet the highest quality and safety.
- Consistently and regularly meet with Management staff to discuss and address any operational issues or suggestions regarding talent retention, training, recruitment, programs, etc.
- Create and maintain exceptional communication skills, promoting an open exchange of information, ideas and concerns.
- Lead the organization in exhibiting a positive attitude in both professional and personal demeanors especially under pressure and when confronted with contentious situations.

Board Relations:

- Develop and maintain a positive and highly professional working relationship with the Board of Directors.
- Maintain regular communication with Committees and the Board to include any and all information relevant to the accomplishment of their respective duties.
- Promote and provide effective collaboration on development and implementation of Board policy, meeting agendas and action items creating a cohesive partnership between the Board and CEO.
- Facilitate and assist in the orientation of new Board members annually.

Member Relations:

- Maintain regular, necessary and appropriate non-confidential communication with GVR Members.
- Ensure members have access to facilities and programs without undue intrusion or restriction.
- Consider and implement member suggestions in partnership with the Board of Directors as it relates to business needs.

Public Relations:

- Serve as chief liaison within the Green Valley community and for legislative bodies that are critical to the sustainability and livelihood of GVR.
- Develop, enhance and maintain key partnerships within the community of Green Valley, including community leaders, businesses, government regulatory agencies as well as GVR vendors and partners.

Marketing & Revenue Generation:

- Collaborate with and direct the marketing staff in planning for current and future revenue needs.
- Develop, implement and maintain a well-planned and organized corporate marketing strategy that focuses primarily on Green Valley residential home sales as the primary revenue source for GVR.
- Collaborate with and direct the exploration of new and effective marketing strategies that generate additional avenues of revenue.
- Develop and maintain a collaborative partnership with GVR Foundation to identify and secure necessary fund-raising opportunities.

Program Management:

- Encourage and ensure that GVR staff and volunteers design, implement and monitor GVR educational/recreational programs and services as well as ensure proper accessibility to these programs and services by GVR members.
- Participate in and review program offerings on a quarterly basis to ensure that the quality, appropriateness and relevance of programs meet the highest standards.
- Collaborate with GVR Departments to research employee/ member suggestions for program revisions or additions and implement as needed.

Essential Skills and Qualifications

- At minimum, 7 years of experience in a CEO/ Executive Director position of which, at least 5 years managing operations in a non-profit 501(c)(4) organization with annual revenue in excess of five million dollars.
- Bachelor's degree (work experience in excess of the required 7 years of experience may be considered in lieu of a bachelor's degree)
- Minimum 3 years of experience in business administration and/ or finance.
- Exceptional communication skills with all levels of the organization and community (Staff, Board of Directors, Members, Community leaders, etc.,)
- Ability to handle detailed and complex concepts/reports; problem solve while balancing multiple time sensitive and sometimes confidential tasks.
- Experience managing continuity, effects of change and or transitions in a highly professional, yet considerate manner.

Desired Skills and Qualifications

- Experience working under a Policy Governance structure.
- Familiarity with Arizona laws and statutes regarding non-profit organizations
- Experience working with active retirement communities
- Familiarity with grant writing.

Compensation: Competitive base compensation DOE plus a very generous benefits package.

Green Valley Recreation, Inc. is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants regardless of race, color, religion, sex, pregnancy (including childbirth, lactation, related medical conditions), national origin, age, physical or mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, or any other characteristic protected by applicable law.