



UNITED CEREBRAL PALSY OF THE INLAND EMPIRE (UCPIE) CEO/PRESIDENT JOB DESCRIPTION

UCPIE Mission:

To advance the independence, productivity, and full citizenship of people with disabilities.

CLASSIFICATION

Exempt; Full Time – Salary

PAY RANGE

\$130,000.00 - \$170,000.00; Annually

REPORTS TO

Board of Trustees

Basic Function: The Chief Executive Officer (CEO)/President is the key management leader of UCPIE. The CEO provides executive management including strategic planning and development, planning and delivery of high-quality programs and services, collaboration, public relations, community development, resource development including fundraising, finance and budgeting, and board and committee relations.

In addition to the duties below the CEO will perform other duties as assigned.

Essential Functions:

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Administration:

1. The CEO directly manages all aspects of the organization's day-to-day operations. The CEO leads UCPIE in a manner that supports and guides the operations as a UCP affiliate in accordance with sound and ethical business practices, according to the policies and procedures adopted by UCPIE, and shall ensure that the needs of the individuals served, and staff is being addressed.
2. Actively participates in RAC (Regional Advisory Council for UCP Western Region) and UCP, Inc Executive Director Organizations and network groups, and participates at the UCP Annual National Meetings.

3. Serve as staff liaison to the Board of Trustees. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
4. Assists with Board Development by serving as staff liaison to the Nominating Committee, assisting in the recruitment and screening of potential board and committee members, and the orientation of new board and committee members.
5. Administers and maintains the Personnel Policies and procedures established by the Board of Trustees and, as necessary, recommends their needed amendment to the board.
6. Monitor all insurance policies, building maintenance agreements, and other contracts for the affiliate.

Staff Management/Personnel:

1. Directs the hiring and termination of all staff ensuring that, in each case, appropriate and complete documentation is maintained, and the California Labor Code is followed.
2. Cultivates professional growth among the staff by providing training and professional development opportunities.
3. Demonstrates excellent communication skills, particularly the ability to communicate as a leader. Provides conflict resolution among staff as appropriate.
4. Monitors and supervises the regular evaluation and review of all staff by the regular visitation of all program sites to appropriately monitor, coach, and encourage staff. Provides connection with staff through regularly scheduled staff and team meetings.
5. Supervises staff in the understanding of their roles in working with volunteers and with various committees and chairpersons. Encourages, supports, nurtures, and empowers volunteers for success in their various tasks.

Finance:

1. Responsible for the fiscal integrity of UCPIE by developing the annual budget for review by the Finance committee and upon approval by the Board of Trustees is responsible for its implementation.
2. Upon approval by the Board of Trustees, UCPIE's fiscal management generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
3. Serve as staff liaison to the Finance Committee and provides monthly financial statements, which accurately reflect the financial condition of the organization. Manage and report on the UCPIE investment account(s).
4. Supervise accounting personnel to ensure records are properly maintained and all reports required by the Board are prepared in a timely manner.

Fund Development:

1. Nurtures a culture of philanthropy by assisting the Board Chair and Board of Trustees in developing and maintaining excellent relationships with grant funders, and both private and corporate donors.
2. In partnership with the Board Chair, Board of Trustees, Fund Development Committee, and Donor Development Manager secures, maintains, and expands a sound and diverse funding base to enable UCPIE to fulfill its mission.
3. Supervises the efforts of the Donor Development Manager and the implementation of the fundraising development plan to develop other revenue. Directs staff in identifying, securing, and administering various grants or other potential funding sources.
4. Coordinates, with the Donor Development Manager, the cultivation of and engagement with individual donors, corporate donors, grantors and foundations, service groups, and community organizations in order to establish and maintain strong relationships with funders and other sources of financial support.

Programs:

1. Provides leadership in the strategic planning of organizational and program development that reflects the variety of family and individual and community needs.
2. Monitors and ensures the development and delivery of high-quality services and programs. Meets with the lead management team and program managers and visits programs and program sites on a regular basis.
3. Hires and supervises the Director of Operations. Supervises lead staff in the preparation of all reports and meeting of requirements to assure state licensing requirements are met for programs and monitoring agencies.

Advocacy & Legislation:

1. Advocates for the rights of persons with disabilities on a local, state, and federal level.
2. Informs and empowers staff and volunteers on various legislative issues to secure expanded advocacy support.
3. Networks with UCP State and National Advocacy offices to provide coordination of efforts. Maintains healthy relationships with state legislators to assure the success of advocacy efforts.
4. Be available to provide written and oral testimony as requested by local, state, or federal legislative bodies.

Public Relations & Community Building:

1. Cultivates strong community connection and engagement by serving as an active and visible spokesperson for UCPIE both internally at UCPIE's programs and events, including fundraising, and externally in the community.
 2. Represents UCPIE in a positive light throughout the community as well as on a state and national level.
 3. Demonstrates strong communication skills, both written and verbal, that relate to a wide variety of audiences including, but not limited to, elected officials, businesses, civic groups, donors, UCPIE families, and other advocacy groups.
 4. Maintains UCPIE's brand and strong image by working closely with the media, other professionals, and civic and private organizations in an effort to continue to enhance UCPIE's visibility.
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Supervision Received

The President/CEO is accountable to the Board of Trustees and reports directly to the Chairman of the Board. The President/CEO, in consultation with the Board Chair, will be expected to perform his/her duties in a responsible, self-motivated, and professional manner.

Expected Hours of Work

This position may at times require more than the standard 40-hour work week and includes evening and weekend work on behalf of UCPIE.

Work Environment

This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, printers, scanners, and photocopiers.

Physical Demands

The physical demands described here are representative of those that may be required by an employee to successfully perform the essential functions of this job. This position requires the employee to sit for prolonged periods of time (up to 8 hours). The employee is also frequently required to stand; walk; use hands to type, handle or feel; and reach with hands and arms; the employee at times will pick up items to 15 pounds.

Travel

This job must be available to travel if job duties require. The organization will require the employee to have a valid California's drivers license, vehicle registration, and proof of insurance or means of personal transportation.

Work Authorization/Security Clearance

1. Fingerprint clearance through the FBI and DOJ
 2. Legally eligible to work in the United States
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Qualifications

A bachelor's degree with an emphasis in Public Administration, Marketing, Public Relations, Human Services or a related field is required. A master's degree is preferred.

5 years of successful experience as CEO or ED in the non-profit sector is desirable. Experience as an Associate Director or department head with experience with strategic planning, budget, development, and committee responsibilities may be considered a reasonable substitute.

Solid understanding of IT and its platforms including social media and web development. Experience with accounting and donor relations software programs. Must be proficient with Microsoft Word, Excel, and Outlook.

Compensation & Benefits

- Pay Range: \$130,000.00 - \$170,000.00 Annually + Incentive Pay for Performance
 - Health, Vision, Dental, and Life Insurance
 - 401K
 - Paid Vacation
 - California Paid Sick Leave
 - Paid Holidays (9)
 - Travel Reimbursement
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EEO Statement

United Cerebral Palsy of the Inland Empire (UCPIE) is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined, by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. UCPIE makes hiring decisions based solely on qualifications, merit, and business needs at the time.