

Organization: California Black Health Network (CBHN)
Job Title: Chief Executive Officer (CEO)
Responsible to: Board of Directors (Board)

Job Purpose: The CEO is responsible for the successful leadership and management of CBHN according to the strategic direction set by the Board.

Primary Duties and Responsibilities

The CEO performs some or all of the following:

1. Leadership
 - Participate with the Board in developing a vision and strategic plan to guide CBHN
 - Identify, assess, and inform the Board of internal and external issues that affect CBHN
 - Act as a professional advisor to the Board on all aspects of CBHN's activities
 - Foster effective teamwork between the Board and CEO and between the CEO and staff
 - In addition to the Chair of the Board, act as a spokesperson for CBHN
 - Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
 - Represent CBHN at community and statewide activities to enhance its community and statewide profile
2. Operational planning and management
 - Develop an operational plan that incorporates goals and objectives that work towards the strategic direction of CBHN
 - Ensure that CBHN's operations meet the expectations of its clients, Board and funders
 - Oversee the efficient and effective day-to-day operation of CBHN
 - Draft policies for Board approval and prepare procedures to implement the policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
 - Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
 - Provide support to the Board and its various committees by preparing meeting agenda and supporting materials
3. Program planning and management
 - Oversee the planning, implementation and evaluation of CBHN's programs and services
 - Ensure that the programs and services offered by CBHN contribute to its mission and reflect the priorities of the Board
4. Human Resources Planning and Management
 - Determine staffing requirements for organizational management and program delivery

- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
 - Establish a positive, healthy and safe work environment in accordance with all appropriate state and federal legislation and regulations
 - Recruit, interview and select staff that have the appropriate technical and personal abilities to help further CBHN's mission
 - Ensure that all staff receives an orientation to CBHN and that appropriate training is provided
 - Implement a performance management process for all staff that includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
 - Coach and mentor staff as appropriate to improve performance
 - Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures
5. Financial planning and management
- Work with the staff and the Board (Finance Committee) to prepare a comprehensive annual budget
 - Administer the CBHN's funds according to the approved budget and monitor CBHN's monthly cash flow
 - Provide the Board with comprehensive, regular reports on CBHN's revenues and expenditures
 - Work with the Board to secure adequate funding for the operation of CBHN
 - Research funding sources, oversee the development of fundraising plans and oversee the development of funding proposals to increase CBHN's funds
 - Participate in fundraising activities as appropriate
 - Approve expenditures within the authority delegated by the Board
 - Ensure that sound bookkeeping and accounting procedures are followed
 - Ensure that CBHN complies with all legislation covering taxation and withholding payments
6. Advocacy/Community relations
- Communicate with stakeholders to keep them informed of CBHN's work and to identify changes in the political landscape that impact CBHN's work
 - Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve CBHN's goals
7. Risk management
- Identify and evaluate the risks to CBHN's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
 - Ensure that the Board and the organization carries appropriate and adequate insurance coverage
 - Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage

Qualifications

1. Education
 - Master's degree strongly preferred in a related field (public health, public administration, public policy, health care management, social welfare, education)
2. Knowledge, skills, and abilities
 - Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
 - Knowledge of federal and provincial legislation applicable to non-profit organizations including employment standards, human rights, occupational health and safety, taxation, and health coverage.
 - Knowledge of current community challenges and opportunities relating to the mission of the organization (e.g., health disparities in Black communities)
 - Knowledge of human resources management
 - Knowledge of financial management
 - Knowledge of project management
 - Skills in fundraising and community relations
 - Skills in partnership development with other non-profit organizations and key stakeholders
 - Abilities to foster positive supportive relationships among staff, and good working relationships between staff and Board members
 - Abilities to build consensus on key topics among staff, Board members, and key stakeholders
3. Proficiency in the use of computers for
 - Word processing, especially Microsoft Word, Excel, and some PowerPoint
 - Financial management such as QuickBooks
 - E-mail
 - Internet
4. Personal characteristics
 - Behave ethically: Understand ethical business practices, and ensure that own behavior and behavior of staff and partners is consistent with CBHN's values.
 - Communicate effectively: Speak, listen, and write in a clear, thorough, and timely manner using appropriate communication tools and techniques.
 - Make Decisions: Determine the importance, urgency, and risks of situations faced by CBHN, and make clear, timely decisions that are in CBHN's best interests.

Experience

7-10 years of progressive management experience in a nonprofit organization, public health setting, health care agency, or community health clinic.

How to Apply

Send, in PDF format, a (1) cover letter, (2) resume, and (3) list of three references to CBHNCEOsearch@gmail.com