



## JOB DESCRIPTION

**Title:** Chief Executive Officer (CEO)  
**Reports to:** Executive Committee  
**Location:** Atlanta, GA

### Summary and Objective

The Chief Executive Officer is responsible for developing the Society’s internal infrastructure and procedures, allowing MANRRS to effectively reach its program and operational goals. The Chief Executive Officer works collaboratively with the Executive Committee and the Advisory Board to fulfill the MANRRS’ mission. The Chief Executive Officer is responsible for directing and managing MANRRS external relationships in collaboration with the Executive Committee to ensure the Society’s long-term growth and resource goals are met. The Chief Executive Officer is also responsible for leading the MANRRS strategic planning process with the Executive Committee to establish short and long-term goals while ensuring the strategies are effectively implemented across all segments of the organization.

### Essential Job Functions

<b>Strategic Vision and Leadership – 50%</b>
<ul style="list-style-type: none"> <li>• Lead the MANRRS strategic planning process. In collaboration with the Executive Committee, develop, refine, and implement the strategic direction for the organization and ensure that priorities are aligned with the organization’s core values and mission.</li> </ul>
<ul style="list-style-type: none"> <li>• Lead the development and management of a professional and efficient organization; establish effective decision-making processes that will enable the organization to achieve its long and short-term goals and objectives.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain a strong and transparent working relationship with the Executive Committee to ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.</li> </ul>
<ul style="list-style-type: none"> <li>• In partnership with the Advisory Board Chair, identify and manage a diverse and inclusive Advisory Board that is representative of the stakeholder community, highly engaged, and willing to leverage and secure resources for the organization.</li> </ul>
<ul style="list-style-type: none"> <li>• Represent the organization at public events as identified by the organization’s annual plan and as opportunities that merit benefit to the organization’s growth and branding.</li> </ul>
<b>Operational Infrastructure and Performance – 20%</b>
<ul style="list-style-type: none"> <li>• Ensure the Organization meets internal operational goals.</li> </ul>
<ul style="list-style-type: none"> <li>• Responsible for assuring that the employee handbook and related documents are current.</li> </ul>
<ul style="list-style-type: none"> <li>• Lead the evaluation and motivation of the organization's staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Manage fiscal oversight to include independent accounting services.</li> </ul>
<ul style="list-style-type: none"> <li>• Manage and oversee business activities of the organization, including budget planning, daily and weekly financial activities, policies, and accounting practices.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that relevant operational financial data is available to manage organizational resources and planning.</li> </ul>
<ul style="list-style-type: none"> <li>• Approve third-party providers that serve the organization relating to office services, employee</li> </ul>

benefits, accounting, and auditing.
<ul style="list-style-type: none"> <li>Engage in regular audit services and oversight with the Finance Committee</li> </ul>
<ul style="list-style-type: none"> <li>With the Business Manager, coordinate Human Resource functions of the organization, and ensure that employment policies are current and being followed.</li> </ul>
<ul style="list-style-type: none"> <li>Manage legal services including the review of all contracts for the organization.</li> </ul>

<b>Partnership Development – 20%</b>
<ul style="list-style-type: none"> <li>Oversee the organization’s development planning.</li> </ul>
<ul style="list-style-type: none"> <li>Manage the flow of funds to the organization to make continuous progress towards the achievement of its mission and ensure that funds are allocated properly to reflect present needs and future potential.</li> </ul>
<ul style="list-style-type: none"> <li>Lead the formulation and execution of comprehensive marketing, branding, and development strategies that will ensure consistent messaging throughout the organization and enhance support from major donors, foundations, government agencies, and corporations.</li> </ul>

<b>Program Development– 10%</b>
<ul style="list-style-type: none"> <li>Manage the Program Development to ensure quality experiences and outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>Oversee the organization’s program development and implementation for Junior MANRRS, collegiate students, and professionals.</li> </ul>
<ul style="list-style-type: none"> <li>Oversee program development through the engagement of key stakeholders and volunteers.</li> </ul>
<ul style="list-style-type: none"> <li>Lead staff engagement with stakeholder participation in program planning and evaluation to ensure MANRRS experiences are of the highest quality.</li> </ul>