



JOB DESCRIPTION: CEO OF CREATE COMMON GOOD

Reporting to the Board of Directors, the CEO is the key management leader of Create Common Good (CCG), a nonprofit organization dedicated to serving those seeking a fresh start via workforce development in the foodservice industry. The CEO is responsible for overseeing the administration, programs, strategic plan, and financial health of the organization. Key responsibilities also include development and fundraising, marketing, and community outreach. The CEO embraces and models CCG's core values of Gratitude, Engagement, Potential and Empowerment, has an entrepreneurial spirit and deep experience in fundraising.

RESPONSIBILITIES:

Board Governance: Works with the board in order to fulfill CCG's mission

- Leads in a manner that supports, guides and sustains the organization's mission as defined by the Board of Directors.
- Communicates effectively with the board and provides, in a timely and accurate manner, all information necessary for the Board to function effectively and to make informed decisions.
 - The organization typically holds quarterly board meetings and one annual strategic planning review.

Financial performance and viability: Develops sufficient resources to ensure financial health of the organization.

- Responsible for the fiscal integrity of CCG, to include submission to the board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains CCG in a positive financial position.
- Responsible for development and fundraising to ensure the long-term financial health of CCG:
 - This includes grant writing, corporate giving, and donor development. Additionally, CCG has a variety of commercial food customers, and this work supplies a portion of earned revenue for the organization.

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Mission and Strategy/Public Profile: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Oversees CCG programs that carry out the mission (job training and food production).
- Responsible for development, oversight, and implementation of the strategic plan to ensure CCG can successfully fulfill its mission into the future.
- Enhances CCG's image by being active and visible in the community and by working with other private, professional, and civic organizations to support the organization's mission and improve CCG's community public profile and awareness to enhance fundraising.
- Collaborates effectively with partner agencies and other nonprofits to maximize resource utilization, ensure services are rendered effectively and to identify opportunities for growth/additional community impact.

Operations/HR: Oversees and implements appropriate resources to ensure CCG has the talent it needs to operate and that operations are safe, effective, and efficient.

- Responsible for effective administration of CCG operations and activities.
- Ensures food production (i.e., lunch program at Ameriben, B2B community food sales, etc.) is undertaken in a safe manner; mitigates risk by ensuring all necessary regulatory requirements are being met.
- Responsible for hiring, developing, and retaining qualified staff who are dedicated to CCG's mission.

QUALIFICATIONS:

- Bachelor's Degree required, graduate degree a plus.
- Five or more years of experience with developing and implementing an effective fundraising strategy – track record of achieving annual targets (including creating strong relationships with corporate and individual donors and organizing successful campaign and fundraising events).
- Five or more years of experience at management level in a corporation or non-profit.
- Transparent, compassionate, and high integrity leadership.
- Leadership competencies expected: building effective teams, dealing with ambiguity, managing Vision & Purpose, organizational agility, perseverance, strong interpersonal and communication skills.
- Entrepreneurial spirit and mind set, with a passion for exploring new revenue paths.

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- Ability to recognize and develop opportunities for growth in programmatic activities as well as revenue.
- Comfortable within correctional facilities, and excited about CCG's mission to ensure access for all underserved adults seeking employment skills, including job training for inmates who will soon reenter communities.
- Highly effective collaborator across multiple community partners, agencies.
- Ability to convey a vision of CCG's future to participants/trainees, staff, board, volunteers, partners, donors, customers, and the broader community.
- Strategic AND tactical: can lead at the big picture level but also able and willing to roll up sleeves to get work done.
- Strong organizational abilities, including planning, delegating, program development, performance management.
- Ability to interact respectfully with diverse groups of people regardless of ethnicity, religion, sexual orientation, mental illness, addiction issues, socio-economic status, or criminal history.
- Strong public speaking ability
- Training/teaching background ~~preferred~~ beneficial, but not required.

DAY TO DAY RESPONSIBILITIES:

- Strategic planning and implementation; oversees budget.
- Leads fundraising activities.
- Oversees food service operations to ensure efficiency and safety.
- Reviews and approves contracts for services.
- Lead, collaborates and manages performance of staff.
- Engages with trainees as appropriate, including offering training.
- Establishes and maintains relationships with various organizations at the local and state level to enhance CCG's mission and grow CCG's scope as practical.
- Serves as primary spokesperson to all CCG stakeholders, the media and public.
- Works closely with the board to obtain their involvement in development and fundraising and to increase the overall visibility of CCG in Boise and Idaho
- Other duties as assigned by the Board of Directors

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