

CEO JOB DESCRIPTION

Clinic for Education, Treatment and Prevention of Addiction, Inc. "CETPA, Inc."

Position Type: Full-Time (Paid)

City: Norcross

Postal code: 30093

State: Georgia

ORGANIZATION INFORMATION:

Budget: \$4M

Employees: 60

Website: www.cetpa.org

Mission Statement:

It is the mission of CETPA to provide evidence-based, culturally and linguistically appropriate substance abuse, mental health counseling and prevention services with priority to the Latino community.

The Chief Executive Officer is the key management leader of CETPA, Inc. The Chief Executive Officer is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with Board in order to fulfill the organization mission.

- Responsible for leading CETPA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- 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.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of CETPA, 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 maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support CETPA's mission.

3) Organization Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of CETPA's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that CETPA can successfully fulfill its Mission into the future.
- Responsible for the enhancement of CETPA's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of CETPA operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all contracts, notes, agreements, and other instruments made and entered into and on behalf of the organization.

PROFESSIONAL QUALIFICATIONS:

- Degree: A bachelor's degree/Master's Degree in the area of Health Care administration with preference in Behavioral Health
- Prefer bilingual (English-Spanish)
- At least 3-5 years Non-Profit Management Experience
- At least 2-5 years Grant Writing Experience
- At least 3-5 years Grant Management Experience State and Federal Grants in Health Care
- At least 3-5 years Fiscal Management Experience
- Experience with Medicaid delivery systems or having worked in the health care delivery systems.
- Value diversity and be culturally competent
- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of CETPA's strategic future to staff, board, volunteers and donors

- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Demonstrate strategic thinking and problem-solving
- Possess a strong work ethic and sense of accountability

ACTUAL JOB RESPONSIBILITIES:

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as CETPA's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance CETPA's Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the State.
- Supervise and collaborate with organization staff.
- Strategic planning and implementation.
- Coordinate organization Board and committee meetings.
- Coordinate and oversee marketing and other communications efforts.
- Procure, review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

BENEFITS:

- Health Insurance
- Life Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off (PTO)

SALARY: Commensurate with Experience

HOW TO APPLY:

Applications will be accepted until the position is filled. Please include a letter expressing in detail your interest in the position, your qualifications, and what you hope to contribute to the organization's future; a current resume; and the names and contact information for three professional references.

Application materials should be submitted electronically to esolis@cetpa.org in Microsoft Word or pdf format.