



**Job Title:** Chief Executive Officer (CEO)  
**Report to:** Chairman of the Board

**Employee Type:** Salary

**Job Summary:**

Reporting to the Chairman of the Board, the CEO assumes the responsibility of leadership for the day-to-day management of the organization, including directing all fundraising and development activities. The CEO is also responsible for managing administrative operations; coordinating and implementing the organization's strategic plan; designing and ensuring program delivery and efficiency; creating a team-based culture; and serving as the organization's key spokesperson. Other key duties include branding, marketing, and community engagement.

**Specific duties:**

**1) Board Governance Support:**

- a. Under the direction of the Chairman, works with the board to fulfill the organization mission.
- b. Communicates with the Board of Directors to report progress towards organizational goals, programming, fund development and strategic plan implementation.
- c. Oversees organization Board and committee meetings.

**2) Financial Performance and Viability:**

- a. Develops resources sufficient to ensure the financial health of the organization.
- b. Creates a culture of philanthropy among the Board, Staff & Community.
- c. Establishes and maintains relationships with major donors.
- d. Creates a grant matrix to map current and future funding opportunities.
- e. Prepares, composes, and develops national and international grants (as needed).
- f. Communicates with funders according to funding agreements.
- g. Compiles data, develops responses, and submits all donor and funder reports.

**3) Organization Mission and Strategy:**

- a. Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- b. Communicates and coordinates directly with internal and external stakeholders.
- c. Determines strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process.
- d. Develops potential partnerships with local, national, and international organizations.

**4) Organization Operations:**

- a. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. develop and propose to the Chair and the Board strategies, action plans and approaches for mobilizing financial, human, and technical resources to support the Foundation's work.
- b. Oversees and supervises overall operations of the organization.



- c. Administers employment and administrative policies and procedures for the day-to-day operation of the nonprofit.
- d. Develops program schedules, plans, directs, and assigns duties to RF Staff.
- e. Oversees marketing and other communications efforts.
- f. Develops and Implements Community Cultivation Strategy.

#### **5) Financial Management and Control**

- a. Reports to the Board of Directors regarding the organization's financial management and control function to assist the Chair and the Board in developing appropriate financial policies and strategies.
- b. Ensures that all financial transactions are promptly and properly recorded and regular financial statements, cash flow projections, budgets and budget analyses, and other financial reports are prepared accurately and on time.
- c. Works with the financial and tax professionals to ensure yearly audits are completed and tax returns are prepared and filed properly.
- d. Manages cash and other Foundation assets in accordance with procedures determined by the RF Board.

#### **6) Liaison with RF Global Office**

- a. Works with RF Global Office and, where applicable, other RF branches/affiliates and related institutions on program matters, strategies and program designs.

#### **7) Data Security and File Management**

- a. Ensure organization has the proper technological infrastructure for data management software to properly store and manage sensitive information.

#### **Professional Qualifications Needed:**

- Bachelor's degree required. Master's preferred.
- Experience working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, stakeholders, volunteers, and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- Experience and functional understanding of theories, trends, design, and implementation for early childhood development programming.
- Highly motivated with the ability to work as a team member and independently; takes initiative and finalizes deliverables.
- Ability to work in a multicultural environment and establish effective working relationships.
- Strong interpersonal, oral, and written communication skills.
- Advanced skills in Microsoft Outlook, Word, Excel, Power Point, WhatsApp, Zoom, CRM, and Dropbox.

Please send cover letter and resume to [ahingle@edgegroup.cc](mailto:ahingle@edgegroup.cc)