

CASA MYRNA

Chief Executive Officer Job Description

Summary

Casa Myrna seeks a visionary leader with an informed passion for ending domestic violence and a record of accomplishment leading complex organizations. The Chief Executive Officer (CEO) of Casa Myrna will report to and work in partnership with the CM Board of Directors. The CEO will provide leadership in developing and implementing a strategic direction and shaping policy, will direct CM's operations and be accountable for CM's overall management and performance. S/he will be a highly visible, responsible and responsive leader who will work to achieve the mission and goals of the organization; drive the vision and strategic plan of the organization, both internally and externally; apply his or her vision and strategic thinking to strengthen the organization's capacity and capabilities. We particularly seek someone who has experience in expanding financial capacity and increasing an organization's budget by generating funds from private and unrestricted sources. S/he will also serve as the ambassador of the organization.

Initial Priorities and Expectations

In the first six to nine months after hiring, it is expected that the CEO will:

- Create a smooth transition into the organization.
- Build and cultivate strong, trusting internal and external relationships, including with funders, CM leadership, the Staff, and the Board.
- Lead the development of a new strategic plan for CM, consistent with the organization's mission. For example, this will include the development performance benchmarks and objectives that drive the organization and allow evaluation of program effectiveness.
- Be visible in the community and establish him/herself as a leader in the DV community.
- Assess and begin to implement strategies to strengthen and diversify funding sources for CM.
- Partner with the Board on issues needing Board-level attention and governance.
- Vigorously nurture a culture of support, trust, openness, transparency, and integrity.

Qualifications

Experience

- Educational background: Bachelor's Degree required; Masters prepared candidate preferred- MPH, MBA or equivalent.
- Proven record of accomplishment leading change, growth, and organizational transformation, demonstrated by specific and measurable accomplishments.
- Credible leader with a strong public profile or the ability to quickly build a public and community profile.

- Strong knowledge of and proven success working with client-centered, community-based organizations.
- Prior experience as an Executive Director of a nonprofit agency a plus. and prior experience working with a nonprofit Board of Directors preferred
- Demonstrated management experience building high-performance teams and creating positive organizational cultures.
- Demonstrated experience and leadership in building external relationships, leading to revenue generation and diversification and increased fundraising. Comprehensive understanding of financial reports, budgets and best practices in nonprofit financial management.
- Demonstrated experience and track record in advocating for an issue or mission, particularly those requiring strong advocacy and outreach
- Knowledge of relevant state and federal agencies and regulations and grants
- Strong, effective partnership-building experience.
- Understanding and knowledge of domestic violence issues a plus but not necessary
- Fundraising experience including donor cultivation, planned giving campaign, and soliciting major gifts.

Skills

- Exceptional vision, strategic planning skills, and ability to transform ideas into action.
- Strong business savvy, vision, problem-solving skills and presence.
- Program evaluation skills and a history of using performance management methods.
- Ability to grow and expand the agency's visibility, influence and impact; someone who can be passionate, compelling and persuasive, and motivate Staff.
- Able to motivate Staff and foster leadership and professional development among diverse Staff members.
- Skilled at creating a healthy work environment that is respectful and inclusive.
- Experienced and inspiring public/media speaker; comfortable with frequent public and Board interactions.
- A convener, an exceptional relationship-builder and collaborator who is able to frame issues in ways that pull people together to work in partnership, and to implement bold initiatives.
- Critical thinker and able to make sound decisions under pressure.
- Bilingual (English-Spanish) language skills a plus

To apply, please send cover letter, resume and your salary requirements to Megan Gates, Board Chair (mgates@casamyrna.org).