



**POSITION:** Chief Executive Officer (CEO)

**REPORTS TO:** Board of Directors

**SALARY:** \$100,000 - \$120,000 and a generous benefits package

**DATE:** March 14, 2022

**ORGANIZATION DESCRIPTION:** The Wellbeing Partners (TWP) seek to build wellbeing into the way communities grow and do business. Our membership is made up of corporations, community partners, and individuals who want to see a community where all people and places thrive. For more information on TWP, please visit: <https://thewellbeingpartners.org>

**POSITION SUMMARY:** The Chief Executive Officer (CEO) reports to the Board of Director and is responsible for the overall direction, leadership, and culture of the organization to assure it delivers on its mission and long-term vision. Specifically, the CEO will be responsible for strategy, fundraising (grants, sponsorships, memberships), policy, public relations, team structure, culture-building, supervision of Leadership Team, and partnerships with corporate and community-based organizations. Responsible for the overall execution of the organization's strategic plan and establishing the accountability culture of the organization.

## **RESPONSIBILITIES:**

### **Organizational Leadership**

- Lead the overall mission, vision, and core values of the organization.
- Establish and monitor effective organizational structure, cultural practices, and decision-making processes that will enable the organization to achieve its long and short-term goals and objectives.
- Serve as the internal leader of the organization: Coordinate the annual operations plan and budget, oversee implementation of the strategic plan, lead the performance management process that measures and evaluates progress against goals for the organization, and provide daily supervision and leadership for all staff.
- Manage all staff Human Resource obligations such as payroll, staffing, benefits, and leadership of the HR and Infrastructure Committee.
- Manage the technology infrastructure and ensure there are financial systems that support the delivery of all programs.
- Seek, build, and maintain collaborative relationships with community and corporate partners, financial stakeholders, and advocates that align with core values and strategic direction.
- Lead social entrepreneurship exploration and business planning to advance stewardship of mission critical resources.

## **Financial Responsibilities**

- Plan, coordinate, and execute the annual budget process.
- Oversee financial reporting, planning, and progress for cash flow planning in partnership with agency of record.
- Manage the disbursement and tracking of grant funds to ensure accounting is properly tracked and to ensure accountability to use each dollar to its promised use and program via internal controls and monthly protocols with program implementation teams.
- Identify, research and plan for the development of new and innovative revenue streams in partnership with the Board and the Leadership Team.
- Establish and oversee the fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, and administrating fundraising records and documentation.
- Ensure that the flow of funds permits the organization to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
- Oversee contract standardization, partner relationships, lease, equipment, and vendor negotiations to meet budget needs and the mission.

## **Staff Leadership**

- Provide leadership, vision, and direction to the Leadership Team and in support of Leadership Team with their respective teams as needed.
- Ensure the continued development and management of a professional and efficient organization via coaching and mentoring.
- Hire, supervise and provide annual performance reviews of Leadership Team members.
- Build a culture of trust and accountability through an intentional annual plan for organizational development and leader training for every employee to ensure growth and alignment to the strategic plan.

## **Board of Directors**

- Collaborate with the board to refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with the core mission.
- Partner with the Board Chair, Executive Committee and Board Committee Chairs to conduct critical and ongoing governance work and to elect and develop Board members.
- In partnership with the Board, help build a diverse and inclusive Board representative of the community.
- Maintain continuous lines of communication, keeping the Board of Directors informed of all critical issues and engagement in key decisions.

## **Communications and Public Relations**

- Assure the organization and its mission, programs, products, and services are consistently presented in strong, positive image to relevant stakeholders and the public.
- Connect and addresses relevant market issues and opportunities to strengthen the brand.
- Grow national relationships and connections for the brand and for the future visibility of the organization.

- In partnership with the communications functions of the organization, connect TWP to new member markets and new spaces for brand promotion and amplification.

**QUALIFICATIONS and SKILLS:**

- Master's degree in related field required
- 3 to 5 years of experience leading a nonprofit
- At least 10-15 years of overall professional experience, prior nonprofit leadership experience ideal
- Significant board development, fundraising, marketing/branding and fiscal management experience
- Financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems
- Keen analytic, organization, and problem-solving skills, which support and enable sound decision making
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser
- Understanding of and commitment to public health, community health, and workplace wellness
- Demonstrated skills in planning, group dynamics, group facilitation, and the leadership of groups

**WORKING CONDITIONS:** Normal office environment. Routine periods of sitting, walking, and standing required. Frequent travel throughout the Omaha area and occasional outside the state.

**DISCLOSURE STATEMENT:** The above statements reflect the general details considered necessary to describe the essential functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

**EMPLOYEE BENEFITS INCLUDE:** Employee benefits offered include: Medical insurance, dental insurance, vision insurance, 401k, short-term disability insurance, long-term disability insurance, group term life insurance, family and medical leave, bereavement leave, civic leave, military leave, COVID-19 PTO policy, wellness incentive, technology reimbursement, PTO accrual system, holiday pay, birthday floating holiday, half day summer hours on Fridays and paid winter break December 24-December 31.

**NONDISCRIMINATION STATEMENT:** Employees are hired solely based on TWP personnel requirements and the qualifications of each individual candidate. It is the continuing policy of TWP to provide equal opportunity employment to all employees and applicants, without regard to race, creed, color, sex, religion, national origin, citizenship, age, veteran status, disability, pregnancy, sexual orientation, gender expression, and gender identity and any other protected categories.

**APPLICATION GUIDELINES:** Submit a resume and cover letter as a pdf document to [inquire@mission-matters.com](mailto:inquire@mission-matters.com) with your first and last name in the subject. To ensure materials are considered, send by April 4. Position will remain open until filled. The Executive Search is being managed by The Wellbeing Partners Board of Directors with assistance from Mission Matters. Inquiries may be directed to Greta Leach at [inquire@mission-matters.com](mailto:inquire@mission-matters.com).