

**Parents & Friends, Inc.**  
**Job Description**

**Chief Executive Officer**  
**FLSA Status:** Exempt

**Job Summary:**

The CEO is an innovative, community-minded, finance-fluent, and agile conductor of all PFI operations, leading the organization to achieve its mission, to plan for the implementation of the developing strategies, and to direct resources and fund development initiatives and activities. Oversees operations from budgeting and policies to personnel. Ensures Department Leaders are skillfully deploying all PFI values to achieve staffing stability and organizational advancement. Demonstrates PFI mission values in all public-facing communications and in interactions with community partners. The CEO reports and serves at the pleasure of the Board of Directors (the Board).

**Job Requirements:**

- Bachelor's Degree or equivalent combination of education/related experience: Required; MBA: Preferred
- Solid foundation of multi-tiered Personnel Management, including leading and building mission-driven company culture through respectful and professional communication and interdepartmental collaboration
- Oversee the preparation of the annual budget for approval by the Board
- Whenever possible, acknowledge and help drive Board recommendations
- Oversee that CARF and State Licensing standards are in place and that accreditation and licensing are maintained by organization
- Oversee implementation through delegation of company protocols, policies and handbook(s)
- Develops high quality business strategies and plans ensuring short term and long-term objectives; including investment decisions to increase profits
- Resource and Fund Development: Implement the fund development plan, with revisions as needed
- Knowledge of the issues and trends in the field of and services for people with Developmental Disabilities
- Knowledge of applicable laws, regulations affecting nonprofit organizations
- Ability to take corrective measures to upgrade operations by comparing and analyzing performance against budgetary, administrative and professional standards
- Participates and influences full-cycle employment patterns from beginning to end
- Becomes and remains knowledgeable about programs, employee, participant, and community involvement
- Enforces compensation and industrial wage standards in collaboration with Human Resources to assure that personnel, wage, and safety policies and practices are in place and followed throughout the organization
- Participate in regular stakeholder engagements
- Proficiency in company internal databases, including ATS, HRIS and Payroll systems and how each intersect
- Participate in program development and interaction with participants
- Demonstrate approachability to participants, families, employees and community stakeholders
- Participate in community outreach to foster meaningful connections throughout the region
- Interface with program staff and participants in program quarters
- Annually review, audit, and adjust, in part through delegation, identifiable barriers to accessibility of PFI
- Maintain PFI structural integrity and facilities through the hire of employees or licensed contractors
- Create plans of action for achieving annual goals as outlined in the strategic plan
- Responsible for appropriateness and advancement of Job Descriptions, Measurable Performance Evaluations and Human Resources practices
- Promotes, through positivity and community-mindedness, creative teambuilding to stabilize core staffing
- Seek adherence to the budget and provide timely financial information to the Board
- Annually review, audit and adjust existing financial projections to abide by labor laws
- Achieve superior outcomes through agile demonstration of PFI values, utilizing compassion and empathy
- Present and seek approval from the Board of Directors for: new personnel policies, evaluating businesses, major relocation of PFI services or programs, reallocation of funds, or other significant operation expenses
- Bring to the attention of the Board of Directors, programmatic and service changes as may be necessary in changing employment or operational climates

**Reports to: PFI Board of Directors**

**Supervises: Workforce, directly supervises senior level leadership including Program Managers and Directors**

I have read and understand the above Job Description.

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Signature of Employee

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Date