



## **PRESIDENT & CEO POSITION DESCRIPTION JUNIOR ACHIEVEMENT OF CENTRAL MARYLAND**

### **PURPOSE OF POSITION:**

Leads Junior Achievement of Central Maryland as chief executive officer within policies established by the local Board of Directors. Responsible for establishing the strategy, promoting the mission and the brand, people leadership, culture building, operational excellence, financial performance and governance,

### **POSITION RESPONSIBILITIES:**

- Assures that Junior Achievement operates in compliance with all requirements of the Junior Achievement Operating Agreement and additional requirements established by the Board of Directors.
- Assures the financial stability of the Junior Achievement operation to support strategic and operational plans for the organization including the development and implementation of effective fund raising campaigns and other innovative approaches to raising funds, accurate and timely financial reporting, analysis of financial information; development of a budget and management of financial resources to meet all organizational objectives.
- Develops and implements strategic plans that assure the stability and growth of JA in the Area within the context of the internal and external market forces and regulations.
- Works with the Board of Directors to develop policy and assure proper governance of the organization.
- Works with the Chairman of the Board of Directors to recruit, orient, and encourage engagement of Board members; manage effective regular meetings with the Board including the development of the agenda and any reports and materials.
- Accurately projects staffing requirements; recruits, hires and trains associates; manages staff performance to assure achievement of all goals and objectives.
- Manages implementation of all programs and ensures programs are executed within acceptable standards to assure growth in student impact.
- Acts as a representative with governmental, political, community, civic and industry groups.
- Other duties as requested by the Board of Directors.

### **QUALIFICATIONS REQUIRED:**

- Bachelor's degree or equivalent business experience
- 7+ years experience in related field with successful track record
- Excellent management, communication, organization and interpersonal skills
- Demonstrated experience in business development, fund raising and people development

### **DESIRED QUALIFICATIONS:**

- Management experience in education or nonprofit organization
- Demonstrated expertise in sales/marketing or fund raising
- Experience working with a Board of Directors
- CFRE certification

**ABOUT JUNIOR ACHIEVEMENT (JA):**

Junior Achievement of Central Maryland is part of the world's largest organization dedicated to inspiring and preparing young people to succeed in a global economy. Through a dedicated volunteer network, JACMD provides hands-on programs that show more than 30,000 K-12 students each year the realities of how careers, money and business ownership work. JA experiences are proven to give students the edge in college completion, work and career readiness, earning potential, and business start-up. For more information, visit [www.jamaryland.org](http://www.jamaryland.org).

**How to Apply**

Qualified candidates should submit cover letter and resume to [PresidentHiring@ja.org](mailto:PresidentHiring@ja.org) (note "Baltimore" as Subject). Resumes will be accepted until position is filled or until October 29, 2021.

*This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.*