President & CEO

The President & CEO reports to the Special Olympics Wyoming Board of Directors

Job Overview
The CEO manages the overall administration and management of the organization, including program services, development, and administration. Hire, lead, and coach a strong management team. Focus on planning and execution, fund development, and relationships with the community. The President & CEO will advise the Board on policy matters, will ensure plans and policies established by the Board are followed, and will communicate to the Board all significant progress, opportunities, and critical events.

Responsibilities and Duties
Organizational Leadership
- Provide vision, leadership, and sense of common purpose among all stakeholders, internal and community-based.
- Demonstrate high ethical standards and accountability in all dealings.
- Develop and execute a long-range strategic plan in partnership with the Board of Directors and staff.
- Articulate clear goals and outcome measurements within the plan.

Board Relationship
- Ensure plans and policies established by the Board are followed.
- Along with the board chair, ensure that new board members become adequately acquainted with the organization and have opportunities for meaningful participation.
- Serve in an ex-officio capacity on the board and board committees.

Resource Development
- Develop and execute strategies to expand and diversify funding.
- Develop and maintain working relationships with event sponsors, organizations, and other groups related to the promotion of Special Olympics Wyoming activities.
- Monitor and manage target marketing programs, including telemarketing, direct mail, and online giving (IDMP).

Community and Public Relations
- Oversee promotional plans and appropriateness of all materials disseminated to promote Special Olympics Wyoming.
- Create and refresh an external communication plan for critical events.
- Represent the organization to the public as its chief spokesperson.
- Maintain strong relationship with Special Olympics North America, and participate in at least one committee or task force serving Special Olympics above the state level.

Staff Development and Leadership
- Create and oversee the recruitment development and retention of high-quality staff and volunteers.
- Ensure that personnel policies (Employee Handbook) are in place and reviewed regularly.
- Establish a comprehensive training/orientation plan for all staff.
- Perform or oversee formal written evaluations annually for each staff member.
- Delegate appropriate authority to staff to produce outstanding results.

Management
- Ensure the organization's operations, e.g., programs, administration, finance, development, public relations, risk management, etc. abide by the law, the organization's policies, and By-Laws, in agreement with Special Olympics Inc.
- Ensure that all reports required by laws governing a non-profit corporation and its operation are filed promptly.
- Ensure there is an appropriate and adequate system for the dissemination of information across all organization levels.

Financial Management
- Ensure that a detailed annual budget is prepared, reviewed, and approved by the Board and is followed throughout the year.
- Ensure an annual audit is conducted in a timely fashion and that controls are sufficient to allow for an unqualified audit opinion.
- Ensure that financial reports and updates are provided to the Board of Directors.

Requirements
- Personal credibility, natural leadership, and strong organizational skills.
- Bachelor of Arts or Science degree required.
- 4-6 years(s) of Special Olympics or other non-profit experience preferred.
- 4-6 year(s) of senior-level management experience with the significant scope of responsibility, either in non-profit or for-profit arena required, a mix of both preferred.
- Demonstrated proficiency in the following skills:
  - Strategic Planning
  - Organizational Planning
  - Training
  - Budgets
  - Fundraising
  - Supervisory
  - Program Development

- Willingness to travel state-wide and work a non-traditional 40+ hour week at times resulting in a 50 or 60-hour workweek.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.