

CEO job description

CEO is number one position in an organization. So that, identifying job description, KRAs, job specs, goals for this position are very important.

You can create CEO job description by management function as follows:

I/ Key job tasks of CEO job description

1. Planning

- Creates annual operating plans that support strategic direction set by the board and correlate with annual operating budgets; submits annual plans to the board for approval
- Collaborates with the board to define and articulate the organization's vision and to develop strategies for achieving that vision
- Develops and monitors strategies for ensuring the long-term financial viability of the organization
- Develops future leadership within the organization

2. Management

- Promotes a culture that reflects the organization's values, encourages good performance, and rewards productivity
- Hires, manages, and fires the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
- Oversees the operations of organization and manages its compliance with legal and regulatory requirements
- Creates and maintains procedures for implementing plans approved by the board of directors
- Ensures that staff and board have sufficient and up-to-date information.
- Evaluates the organization's and the staff's performance on a regular basis

3. Financial management

- Oversees staff in developing annual budgets that support operating plans and submits budgets for board approval
- Prudently manages the organization's resources within budget guidelines according to current laws and regulations

- Ensures that staff practices all appropriate accounting procedures in compliance with Generally Accepted Accounting Principles (GAAP).
- Provides prompt, thorough, and accurate information to keep the board appropriately informed of the organization's financial position

4. HR management

- Recruitment and contracting of company and project staff;
- Employee development, and training;
- Policy development and documentation;
- Employee relations;
- Performance management and improvement systems;
- Employment and compliance to regulatory concerns and reporting;
- Company-wide committee facilitation including planning, production, staff and Board of Directors, including arranging meetings and agendas, attending and minuting meetings;

5. Marketing and PR:

- Manage advertising opportunities in other theatre program, press and at venues.
- Organize the availability of company members for media/PR events as necessary.
- Oversee content, production and distribution of all marketing and publicity materials (posters, program, flyers, mail outs, brochures etc) with director, designer and project manager.
- Manage press development;
- Co-ordinate the invitation of potential future promoters and supporters of the company.

7. Community Relationships

- Serves as the primary spokesperson and representative for the organization
- Assures that the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders
- Actively advocates for the organization, its beliefs, and its programmatic efforts
- Acts as a liaison between the organization and the community, building relationships with peer organizations when appropriate

8. Programmatic Effectiveness

- Oversees design, delivery, and quality of programs and services
- Stays abreast of current trends related to the organization's products and services and anticipates future trends likely to have an impact on its work

- Collects and analyzes evaluation information that measures the success of the organization's program efforts; refines or changes programs in response to that information

6. Fund Raising

- Serves as a primary person in donor relationships and the person to make one-on-one fund raising solicitations
- Develops fund raising strategies with the board and supports the board in fund raising activities
- Oversees staff in the development and implementation of fund raising plans that support strategies adopted by the Development Committee
- Oversees staff in the timely submission grant applications and progress reports for funders

III/ TYPES OF EXECUTIVE JOB DESCRIPTION

Other executive positions that you should consider to create job descriptions as follows:

1. Executive Director
2. Operations manager
3. Executive assistant
4. General manager