

POSITION DESCRIPTION

CHIEF EXECUTIVE OFFICER

POSITION

Reporting to the Board of Directors, the Chief Executive Officer (CEO) will have overall strategic and operational responsibility for InMotion staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans.

RESPONSIBILITIES

Leadership and Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems, recommend timelines and resources needed to achieve strategic goals
- Actively engage and energize InMotion volunteers, board members, event committees, alumni, partnering organizations and funders
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for ongoing local operations
- Lead, coach, develop, and retain InMotion's high-performing senior management team. Ensure effective systems to track scaling progress and regularly evaluate program components, so as to measure successes that can be effectively communicated to Board, funders, and other constituents

Fundraising and Communications:

- Expand revenue-generating and fundraising activities to support existing program operations
- Deepen and refine all aspects of communications-from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities

Planning and New Business:

- Design and complete the strategic business planning process for program expansion
- Begin to build partnerships in new markets, i.e., minority communities, establishing relationships with funders, and political and community leaders
- Be an external presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication

QUALIFICATIONS

The CEO will be thoroughly committed to InMotion's mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree, with at least 10 years of senior management experience, track record of effectively leading and scaling a performance and outcome-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth;
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success in working with a Board of Directors and the ability to cultivate existing Board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong verbal and written skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission driven and self-directed
- Demonstrated sensitivity and compassion for people with chronic disease

To be considered for this position, please email your cover letter and resume to jpeters@beinmotion.org. Or submit by mail to: InMotion, ATTN: Judy Peters, 4829 Galaxy Parkway, Suite M, Warrensville Heights, OH 44128. No phone calls please.