

	Chief Executive Officer (CEO)	
	Support Services	Effective Date: 4/29/2025
		Responsible to: Board of Directors

Under the Board of Directors, the Chief Executive Officer is responsible for directing and organizing the activities of the Corporation through its Administrative and Management staff. As authorized by the Board and outlined in the Governance policies, the Chief Executive Officer executes Administrative and Operational functions using good judgment in an atmosphere dependent on Federal and State revenue and bureaucratic oversight.

I. General Responsibilities:

1. Implementation of programs that carry out the organization's mission.
2. Ethical leadership for the organization.
3. Assist the Board of Directors in the recruitment and training of members of the Board.
4. Assist in the planning and implementation of meetings of the Board and committees.
5. Establish employment and administrative policies and procedures for all functions and for the day-to-day operations.
6. Ensure on-call availability for emergency situations.
7. Motivate & inspire staff at all levels to commitment to H.G.A.'s Mission and Values.
8. Delegate responsibilities to leading administrative and management staff in a manner that supports and guides the organization's mission and maintain communication for continuity of the corporation as a whole.
9. Direct the development, revision, and implementation of Corporate policies and procedures and organizational structure on an annual basis and adjust as necessary with the growth of the organization.
10. Direct development and ensure training to enhance the skills of Administrative and supervisory staff.
11. Identify, recommend, and implement innovative approaches to care and quality services.
12. Demonstrate strong interpersonal skills which reflect integrity, ethics, and respect for all levels of personnel, partners, and stakeholders.
13. Model leadership that builds strong individual and team leadership competencies.
14. Oversee supervision, fiscal, and human resource development in order to monitor, consult, and evaluate administrative staff and promote growth of key employees.
15. Communicate change effectively, engaging supervisory staff to proactively and creatively implement expectations of licensing and certification agencies, contract agencies, and State and Federal mandates and initiatives.
16. Ensure filing of all legal and regulatory documents and monitor compliance with federal, state and local laws and regulations.
17. Analyze trends in funding, service provision and legal or contractual requirements. Think strategically to develop proactive responses to meet future challenges.
18. Ensure supported leadership is prepared with all collateral and information for meetings, events, and travel including but not limited to Board meetings, reports, and/or presentations.
19. Lead administration and management in a manner that supports and guides the organization's mission as defined by the Board of Directors.
20. Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
21. Ensure that job descriptions are developed, that annual performance evaluations are held, and that sound human resource practices are in place.
22. See that an effective management team is in place with appropriate provision for succession.

II. Financial Management Responsibilities: to ensure compliance with all legal and ethical standards, including applicable law, regulation, and rules.

1. Ensure the fiscal integrity of the organization in accordance with the Mission based services, to include submission to the Board of a proposed annual budget and bimonthly financial statements, which accurately reflect the financial condition of the organization.
2. Practice fiscal management that generally anticipates operating within the approved budget, ensure maximum resource utilization, and maintenance of the organization in a positive financial position
3. Implement internal financial controls and ensure staff compliance.
4. Work with the Board of Directors and negotiate with contract agencies to secure adequate funding for the operation of the organization, including research and development of funding sources and grant writing.

III. Organizational Promotion and Development Responsibilities:

1. Enhance HGA's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
2. Serve as the face of the organization and actively participate in internal and external events, both increasing visibility, credibility, and brand in the market, and developing strategic partnerships in order to increase community awareness and expand the program.
3. Recommend new approaches to service delivery, training, and practices.
4. Oversee all corporate quality improvement initiatives.
5. Oversee marketing and other communication efforts.
6. Remain current of expected and actual changes in service provision, funding, and/or other State of Federal mandates that impact the service system.
7. Establish working relationships and collaborative arrangements with community groups, financial supporters, State and Local agencies and other organizations to help achieve the goals of the organization.

Qualifications/Experience:

Bachelor's Degree, Master's Degree preferred

Demonstrate care and concern for vulnerable populations

Valid Michigan Driver's License

Computer Literacy

Knowledge of Licensing and other regulatory/legal requirements

Management Experience required

Proof of clean driving record check

Pass criminal background check

Pass pre-employment physical

Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is frequently required to stand or walk, kneel, climb, stoop, bend, twist, and reach; communicate; use of hands and arms; lift up to 15 pounds.

Compensation/Wage:

Base wage: Negotiable

This is a benefited position to those who qualify.

This position is exempt and is not eligible for overtime.

Position(s) Supervised: Corporate Office Personnel including but not limited to the Chief Operations Officer, Compliance Officer, Executive Assistant, Human Resource and Fiscal Resource Personnel

Chief Executive Officer

Date

Board of Directors

Date