



## POSITION OPENING

POSITION TITLE: Chief Executive Officer

PRIMARY LOCATION: 211 N 13th Street Suite 303, Philadelphia, PA 19107

REPORTS TO: VCP Board of Directors

SUPERVISES: COO, Directors of Development, Operations, Education and SNAP-Ed Programs

STATUS: Full-Time, Exempt

### POSITION SUMMARY

Vetri Community Partnership (VCP) teaches hands-on culinary nutrition lessons with the goal of empowering children and families to lead healthier lives. We are a team of hardworking, fun-loving individuals motivated to share how easy and affordable it can be to make and eat vegetable-forward dishes at home. Working throughout the greater Philadelphia community, we hire dedicated team members who are excited to educate, learn from, and interact with participants of all ages.

The Chief Executive Officer is the key management leader of Vetri Community Partnership. The Chief Executive Officer is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors. General responsibilities to include:

1. Board Governance: Works with the Board to fulfill the organizational mission
  - a. Responsible for leading VCP in a manner that supports and guides the organization's mission, as defined by the Board of Directors
  - b. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
2. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization
  - a. Responsible for the fiscal integrity of VCP, to include submission to the Board a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization
  - b. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position
  - c. Responsible for fundraising and developing other resources necessary to support VCP's mission



3. Organization Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach
  - a. Responsible for overseeing the implementation of VCP's programs, which carry out the organization's mission
  - b. Responsible for strategic planning to ensure that VCP can successfully fulfill its mission into the future
  - c. Responsible for the enhancement of VCP's image by being active and visible in the community and by working closely with other professional, civic and private organizations
4. Organization Operations: Oversees and implements resources to ensure that the operations of the organization are appropriate
  - a. Responsible for the effective administration of VCP operations
  - b. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization

CEO must complete required clearances – PA State Police Criminal Background Check, Child Abuse Background Check, and FBI Fingerprinting

#### SPECIFIC RESPONSIBILITIES

- Planning and operation of the annual budget
- Establishing employment and administrative policies and procedures for all functions and day-to-day operation of the nonprofit
- Serving as VCP's primary spokesperson to the organization's constituents, the media, and the public
- Establishing and maintaining relationships with various organizations throughout the state and utilizing those relationships to strategically enhance VCP's mission
- Reporting to, and working closely with, the Board of Directors in policy decisions, fundraising, and increasing the overall visibility of the organization throughout the state
- Supervising and collaborating with organization staff
- Strategic planning and implementation
- Overseeing organization of Board and committee meetings
- Overseeing marketing and other communications efforts
- Reviewing and approving contracts for services
- Other duties as assigned by the Board of Directors

#### WORK EXPERIENCE & SKILL REQUIREMENTS

- Ten or more years of senior nonprofit management experience
- Transparent and high-integrity leadership
- Hands-on financial management skills, including budget preparation, analysis, decision-making and reporting



- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of VCP's strategic plan to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to motivate and collaborate with Board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

#### EDUCATION REQUIREMENTS

- Bachelor's degree; Master's degree preferred

#### BENEFITS

- Negotiable by Board of Directors

#### APPLICATION PROCESS

- Visit [vetricommunity.org/about/careers/](http://vetricommunity.org/about/careers/) to complete the online application. Please attached cover letter and resume as PDF or Word docs.

Vetri Community Partnership is an Equal Opportunity Employer. For more information visit [vetricommunity.org](http://vetricommunity.org).