



## **President/CEO**

### **Position Description**

Position Title: President/CEO

Basic Function: The President/CEO of the Tree Research and Education Endowment (TREE) Fund; Is responsible for guiding the Fund in fulfilling its mission and overseeing the completion of the goals and objectives established by its Board of Trustees; Is responsible for managing and administering operation of the Fund and the general supervision of its employees; Represents the Fund in interactions with donors, volunteers, supporting organizations, agencies, government entities, and the public; Provides leadership to identify current and future industry trends and issues, and to organize timely and relevant organizational response; Leads the Fund in maintaining high standards of objectivity, quality, and professionalism; Organizes, provides leadership to, and solicits support from a substantial number of volunteers and volunteer driven organizations; and completes other duties as required. Must be willing to travel.

Responsibilities: Reports to the TREE Fund Board of Trustees. The Chairman of the Board of Trustees serves as immediate supervisor to the President/CEO. The President/CEO's performance is reviewed and evaluated annually by the TREE Fund Board of Trustees.

Under the general direction of the Board of Trustees, the President/CEO shall directly, or by delegation, perform the following duties:

#### **A. MANAGEMENT AND ADMINISTRATION**

1. Oversee all organizational programs, services and activities.
2. Facilitate an active planning process (strategic planning) and assist the Board in preparing organizational goals and objectives that are consistent with its mission.
3. Develop and implement procedures to carry out the policies and directives of the Board.
4. Conduct periodic review of progress toward achieving personal, staff, and organizational goals and objectives.
5. Ensure that the Fund is in compliance with all federal, state, and local laws and regulations.
6. Seek appropriate counsel and advise the Board regarding Fund legal affairs.

## B. BOARD RELATIONS

1. Serve as the Board's executive secretary.
2. Assist the Board Chairman in planning the agenda and materials for Board meetings.
3. Initiate and assist the Board in developing policy recommendations and in setting priorities.
4. Recommend to the Board the adoption of new programs or activities.
5. Ensure that reports with respect to planning, status of programs, fiscal matters, and employee relations are prepared and distributed to the Board and its committees.
6. Support the orientation of new Board members.
7. Provide for appropriate staffing in support of Board committees.
8. Assist the Governance Committee in recruiting and retaining a large number of effective energized and empowered volunteers.

## C. FISCAL

1. Prepare, in consultation with the Finance Committee, both long range and annual budgets, consistent with Board-approved goals and objectives.
2. Manage and administer the approved budget. Approve expenditures and provide proper fiscal record keeping and reporting.
3. Submit timely financial statements to the Board and its finance committee.
4. Facilitate the annual financial audit.

## D. PERSONNEL

1. Hire and supervise all employees in accordance with Board-approved personnel policies and appropriate legal requirements.
2. Ensure that all employees receive appropriate training.
3. Conduct performance evaluations for all employees.
4. Conduct any staff disciplinary and/or termination actions.
5. Determine employee compensation, promotion, discipline and/or termination for cause.
6. Provide orientation to all new employees including distribution of TREE Fund employee manual.

## E. PUBLIC RELATIONS

1. Serve as the spokesperson to the public for the purpose of publicizing and promoting TREE Fund vision and mission.
2. Assist the Board in development of organizational messages.
3. Oversee the preparation and distribution of the TREE Fund's various publications.

#### F. GRANTS AND SCHOLARSHIPS

1. Facilitate the management of both the research grant and scholarship processes.
2. Oversee the administration of all grants and scholarships to ensure completion of commitments.

#### G. FUNDING

1. Direct all fundraising activities including, but not limited to, the Tour des Trees and Gala Auction.
2. Develop and actively pursue new and existing funding sources, including individual donations; foundation and/or governmental grants and corporate donations.
3. Develop, administer, and actively promote a planned giving program.

#### Minimal Job Requirements:

Bachelor's degree, preferably in not for profit management or related field, business, or public administration. Strong interpersonal and communication skills. Management experience. Demonstrated leadership and organizational ability. Ten years experience in successful foundation management. Ten years fund development experience. Public relations and organizational spokesperson experience is desired.