JOB DESCRIPTION

| **TITLE** | CHIEF EXECUTIVE OFFICER |
| --- | --- |
| **Reports To** | [INSERT TITLE |

**Job Purpose**

The Chief Executive Officer (CEO) is responsible for providing leadership and overseeing the overall management and administration of the company. The CEO is accountable for [ORGANIZATION NAME]’s strategies, mission, values, sales, sales model or positioning, product and industry research, pricing, client relationships, external partnerships, succession management, compensation, workforce planning, budget management, team effectiveness, and employee value proposition (EVP).

The CEO is critical to the overall success of [ORGANIZATION NAME]. While they may seek opinions on critical issues, the CEO is ultimately responsible for making all top-level management decisions. An excellent CEO is a natural leader, with realistic optimism, a commitment to the greater good, and the ability to bring order, stability, success, and profitability to [ORGANIZATION NAME].

**Duties and Responsibilities**

Overall Responsibilities:

* Acting as the figurehead for [ORGANIZATION NAME] and leading the planning and execution of business strategies
* Developing, communicating, and implementing [ORGANIZATION NAME]'s vision, mission, and overall direction
* Leading the development and implementation of [ORGANIZATION NAME]'s strategy
* Consistently implementing policies and procedures as required by the company, union and applicable legislative/regulatory organizations
* Soliciting counsel and guidance when necessary
* Formulating and implementing strategic plans to direct the business
* Overseeing [ORGANIZATION NAME]’s entire operation
* Managing [ORGANIZATION NAME]’s assets and liabilities
* Evaluating department heads and review their work progress regularly
* Providing overall leadership and direction to staff; delegating responsibilities and ensuring staff perform to fulfil organisational commitments
* Evaluating [ORGANIZATION NAME]’s success in reaching its goals
* Directing the financial management of the organisation, and set financial priorities
* Establishing financial and administrative controls
* Supporting and fostering partnerships for business growth
* Supporting the preparation of the annual budgets (operational and capital)
* Ensuring the smooth operation of the business while maintaining tight control of budget and variances to budget
* Representing [ORGANIZATION NAME] in civic and professional association obligations and activities in local provincial, and national levels
* Participating in industry-related activities or associations that will improve the CEO's leadership abilities, the [ORGANIZATION NAME]'s reputation, and its potential for success
* Performing other related duties

**Qualifications**

* Degree in business, marketing, finance or a related field is required
* An MBA or Master’s in a related field is preferred
* Proven financial management skills with formal training or credentials (such as CPA) being an advantage
* X years of proven, successful professional experience in a leadership/management role(s) ideally in [INSERT INDUSTRY]
* Substantial experience identifying strategic partnerships and business improvement initiatives to drive profitability and organizational performance
* Demonstrable competency in strategic planning and business development
* Project management experience, including successful planning, implementation, monitoring, evaluation, and reporting of research projects
* Working knowledge of data analysis and performance/operation metrics
* Proficient in the use of MS Office and financial management software

**Core Competencies**

* Strong ability to interpret financial reports and mitigate risks
* Strong understanding of Human Resources, Marketing, and Sales assets
* Strong leadership and organizational skills
* Exceptional communication skills – both verbal and written
* Excellent interpersonal skills with the ability to form positive working relationships with others
* Ability to train, develop, and manage executive teams
* Executive presence and ability to maintain a calm demeanor in high-stress environments
* Excellent strategic, analytical and planning skills, coupled with the ability to complete day-to-day responsibilities in a fast-paced busy environment
* Ability to make informed decisions and be decisive
* Extremely detail oriented
* Ability to multitask and manage multiple projects and priorities simultaneously

**Working Conditions**

* Extended working hours as required
* May require a considerable amount of travel
* This role may require extended periods of sitting in a chair
* This role may require extended periods in front of computer/phone screens