

Civitan International

Executive Vice President Position

Summary of Position:

As Executive Vice President, the individual in this role will service as Chief Executive Officer (CEO) and be responsible for the recommendation and formulation of new policies and improvements upon existing policies as they have been approved by the Civitan International Board of Directors. He/she will make decisions in the absence of policy, plan, organize, and direct and coordinate the staff, programs and activities of Civitan International to assure that objectives are met, plans implemented and member needs are addressed. Maintaining effective staff/volunteer relationships is essential. Through use of effective management procedures, the EVP will endeavor to provide economical, productive performance, and forward-looking programming and projects.

This leadership position is responsible for assisting with growth of membership, significant financial management, operations management, and revenue generation management. This is to be accomplished in a collaborative effort with the Board of Directors to assure fluid formulation, implementation, monitoring, and reporting of business strategy and results.

Through a respective, constructive, and collaborative style, guided by the core vision and values of Civitan, the EVP will provide the leadership, management, and vision necessary to ensure that the company has the proper operational controls, administrative and reporting procedures, and qualified staff in place to effectively grow the organization and to foster public awareness of the organization.

Job Location: Birmingham or remote; dependent on qualified contact

Full Time/Part Time: Interim full-time contracted position with possibility of becoming permanent

Essential Duties and Responsibilities:

Within the limits of the bylaws and policies, the executive vice president is responsible and has commensurate authority to accomplish duties set forth below:

1. Directs headquarters staff in establishing and implementing a support plan to augment the overall mission and growth objectives of Civitan International.
2. Assures that the board of directors are kept fully informed on the conditions and operations of the organization and on all important factors influencing them
3. Is a member of and participates in meetings of the Civitan International Board of Directors and executive committee.
4. Plans, formulates, and recommends for the approval of the board of directors basic policies and programs which will further the objectives of Civitan.
5. Executes the decisions of the board of directors unless otherwise directed by the board.
6. Develops and implements day-to-day administrative rules, procedures, and programs under the general policies established by the board of directors.

7. Establishes a sound organizational structure for the headquarters office.
8. Maintains official minutes of board of directors meetings and other official meetings of the organization; provides security for all files, legal, and historic documents, membership and mailing lists, and serves as secretary/treasurer for the organization.
9. Maintains effective relationships with other organizations, both public and private, and sees that the position of Civitan International and its members are enhanced in accordance with the policies and objectives of the organization.
10. In cooperation with the President and Finance Chair, develops, recommends and, upon approval, operates within an annual budget. Insures that all funds, physical assets, and other property of Civitan are appropriately safeguarded and administered. Executes bylaw provisions with respect to an annual audit.
11. Executes such contracts and commitments as may be authorized by the board of directors or established policies.
12. Responsible for hiring, indoctrinating, training, and motivating staff personnel. Also he or she is responsible for all promotions and terminations.
13. Directs and coordinates personnel actions including all approved programs, projects, and major activities of the headquarters staff.
14. Obtains maximum utilization of staff by clearly defining their duties, establishing performance standards, conducting performance reviews and maintaining competitive salary structure.
15. Promotes interest and participation in Civitan's major emphasis projects on the part of the staff and membership.
16. Provides the necessary liaison and staff support to committee chairmen and committees. Submits committee decisions and recommendations to the board of directors for approval.
17. Through the appropriate department, plans, coordinates, and conducts a public relations program to enhance public and member acceptance of Civitan.
18. Supervises the philanthropic efforts of the organization which includes but is not limited to an annual giving program, three special events, major gifts, and legacy giving. Leverages relationships to make asks of corporate funders.
19. Initiates research, prepares reports, and publishes the results on subjects deemed of importance to the membership.
20. Undertakes development of educational programs to advance the leadership skills of the membership and staff.
21. Through the appropriate department, plans, organizes, and directs Junior, Campus, and senior membership promotion and retention programs, evaluates results and recommends policies, procedures, and action to achieve membership goals.
22. Provides staff support for planning and conducting the annual convention. Serves as a member of the Convention Planning Committee in the development of convention programs. Exercises control of convention budget and all convention arrangements to meet financial objectives.
23. Responsible for the planning, promotion, and administration of all official meetings of the organization.
24. Through appropriate departments, plans and executes all communications to the general membership which includes magazines, newsletters, general mailings, news releases, etc.
25. Manage the bank accounts, investments and other financial accounts of the organization working with professional advisors and the Finance and Audit Committee.
26. Mitigate risk for the organization, through strategies guided by the organization's corporate counsel and insurance advisors.

Relationships

- Responsible to the board of directors for the administrative management of the headquarters office.
- Participates as a member of the Civitan International Board of Directors and Executive Committee as an ex officio member, without the right to vote.
- Maintains personal contacts with membership, including club visits where necessary.
- Maintains such relationships with other organizations, industry, government, public service organizations, and vendors as are desirable or necessary in the best interest of the organization with the overall objectives and policies of the organization.
- Establishes such relationships as the board of directors may specify or as in the best interests of the organization and in conformity with established policy.

Required Knowledge, Skills, and Abilities**Core Competencies**

- Nonprofit financial management
- Strategic planning
- E-Commerce and web delivery
- Leadership: Staff coaching, development, and management
- Volunteer management
- Conference/event planning
- Marketing and public relations
- Membership recruitment and retention
- Publications
- Development of new programs
- Non-dues revenue generations – specifically philanthropic strategies
- Excellent oral and written communication skills, as well as superb presentation and public speaking skills
- Database and software familiarity – specifically programs used by non-profit organizations
- Service on a volunteer board
- Emotional Quotient – Self-control, maturity, global perspective, assertiveness, ability to accept and cultivate change.

Education

- Master's Degree preferred; otherwise, B.A. or B.A.; CAE preferred.

Experience

- Minimum of 10 years of experience in nonprofit leadership

How to Apply

- Email civitandan@outlook.com with letter of interest and a resume.

Deadline

- 7/31/2023