

Explore Austin – Chief Executive Officer Position Description

MISSION: To change the lives of underserved youth through mentoring, leadership and adventure.

WE BELIEVE: We believe that if we facilitate a long-term relationship between explorers (kids) and mentors (adults) during outdoor adventure programs that equip explorers with leadership skills focused on being action oriented, courageous, excellent teammates and strong communicators, they will avoid risky behavior, develop healthy relationships and advance their education so they can develop plans and achieve their life goals.

Find us at: <http://exploreaustin.org>

The Chief Executive is the key management leader of Explore Austin. The CEO is responsible for overseeing the administration, projects, programs and strategic plan of the organization. Other key duties include fundraising, communications, marketing, and community outreach. The position reports directly to the Board of Directors.

General Responsibilities:

- **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through projects, programs, strategic planning and community outreach.
- **Board Governance:** Works with board in order to fulfill the organization mission.
- **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization. Current operating budget is approximately \$1.5m annually.
- **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are functioning optimally.
- **Organization Partnerships:** Maintain existing and create new collaborative partnerships with schools, government agencies, donors and other allied organizations that help to deliver upon the mission.

Job Responsibilities:

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as Explore Austin's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations throughout the City of Austin and utilize those relationships to strategically enhance all initiatives.
- Report to and work closely with the Board of Directors to seek their

involvement in policy decisions, fundraising and to increase the overall visibility of the organization.

- Supervise, mentor, collaborate with organization staff.
- Strategic planning and implementation.
- Oversee all Board meetings and committee meetings (as appropriate).
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Explore Austin will offer a salary commensurate with experience. Benefits include paid health insurance, 401k, family leave and PTO. CEO's benefits are subject to negotiation with final candidate and final approval of Board.

Email resumes to: jmull.neuhaus@gmail.com

Professional Qualifications:

- A bachelor's degree or equivalent professional experience
- Transparent, empowering, high integrity leadership
- Five or more years senior nonprofit management experience or equivalent private sector experience including staff management
- Solid, hands-on, budget 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 strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong public speaking, written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee, mentor and collaborate with staff