



## Chief Executive Officer - Position Description

Reports to: President, Board of Directors

Status: Full-time, Exempt

Summary: The CEO of Ronald McDonald House Charities of New England (RMHCNE) will ensure the path forward for a newly integrated Chapter operating programs in New England, specifically in Boston and Providence. The CEO will lead in a mission-driven environment providing strong leadership to increase the organization's visibility, funding, and the development of its programs. The CEO reports to the Board of Directors and is responsible for guiding the Board in the development of the vision and strategy for the organization, and for the successful implementation of that strategy. Together, the Board and CEO will right size the organization in order to be a philanthropic leader in pediatric support for some of the top children's hospitals and clinical service providers in the world.

### Strategic and Organizational Leadership

- Builds on RMHCNE's brand and record of accomplishment by further developing strategic partners in order to advance the organization's mission and vision.
- Directs the organization in its goals of financial stability, community engagement and impact of its current and future programs.
- Works with the Board, staff and external stakeholders to create a shared vision for the future of the organization.
- Builds understanding around the mission, and develops appropriate goals and strategies to advance that mission.

### People and Productivity

- Creates an annual and multi-year operating and programs plan, with input of staff, and clearly articulates goals contained in the plans to the Board of Directors.
- Hire, leads, trains, and motivates staff to reach goals through team work, individual action, and evaluation of results within a supportive and productive work environment based on mutual respect, open communication, and a common purpose.
- Sets clear and achievable expectations for staff with well-designed job descriptions, personal goals, and insistence on maintaining high standards, transparency, and supportive annual reviews.
- Works to ensure that all policies and procedures are well-documented, legally sound, and evaluated on a regular basis.
- Actively develops and builds strong collaborative relationships with all area hospital leadership, and those directly involved with referrals to RMHCNE programs.
- Maintains a strong relationship with the global office of Ronald McDonald House Charities to ensure compliance with standards, fundraising, recognition, and other opportunities that could benefit the organization.
- Cultivates a strong relationship with McDonald's owner/operators to assure ongoing support of the RMHCNE programs.
- Serves as RMHCNE's lead spokesperson and advocate.

### Finance Programs, and Operations

- Evaluates all aspects of the organizations' operations, programs, and personnel on a regular basis and makes changes as necessary.
- Understands the purpose, goals, and challenges of each core program and how each fits into the organization's mission and strategic plan.
- Sets clear operational goals and standards to ensure the needs of families are met, and that RMHCNE facilities are maintained at the highest levels within budget limitations, and works closely with the Chief Operations Officer to ensure adherence to goals and standards.
- Stays current on all financial, reporting, and accounting issues that affect the budget, audit and IRS 990, and reporting to funding sources, working directly with the Director of Finance on fiscal strategy and oversight.
- Possesses a thorough understanding of all aspects of the organization's financial condition, budget, and investments.
- Works with staff to create, revise, and maintain programs/operations that support families and engage/inspire donors.

### Fundraising Leadership

- Energizes and leads the Board of Directors and other senior staff in a capital campaign to build a new Ronald McDonald House in Boston - based on the need for 100+ bedrooms.
- Builds, maintains and prioritizes new and existing relationships with funders, major donors, volunteers, and other stakeholders.
- Supervises the Senior Leadership to ensure that the organization is operating a creative, successful, well-organized, and diversified fundraising and stewardship program, including but not limited to annual, major/planned giving, events, and grants from individuals, corporations, and foundations.
- Collaborates with the development team to develop a fundraising strategy for a multi-year development plan that is clear in its goals and objectives, staff responsibilities, and timelines.
- Works in collaboration with the Chief Advancement Officer and his/her team to identify, cultivate, and solicit major gifts and grants and to develop strategies to earn greater involvement from existing donors.

### Communications, Marketing, and Outreach

- Collaborates with Marketing and Communications staff (under CAO) to develop a communications and marketing strategy that is clear, measurable, and uses the latest technologies to fundraise, keep stakeholders informed, promote the organization, and educate the general public.
- Seeks opportunities to address audiences to educate them about RMHCNE, encourage contributions, and advocate on behalf of the organization.
- Represents RMHCNE as a member of associations, clubs, or other organizations that would position RMHCNE for public support and community engagement.
- Develops an external plan to engage the broader community in Boston as to the case for support for bringing together Providence and Boston to expand reach in Boston.

### Board Relations

- Serves as the key staff person managing the work of the Board of Directors including strategic planning, membership, meeting agendas, retreats, and other work.
- Cultivates a strong relationship with each Board Member to ascertain and maximize each person's skill set for the benefit of RMHCNE and to assist in developing skills necessary for effective Board participation.
- Assists Board leadership in developing a culture of significant personal giving and the importance of Board involvement in fundraising and capital campaign success.
- Prepares reports for the Board that are relevant, clear, and informative.

