



JOB DESCRIPTION

POSITION TITLE: President/CEO

REPORTS TO: BOARD OF DIRECTORS- The Bridge

POSITION SCOPE/SUMMARY:

Responsible for planning, directing, and promoting The Bridge. Accountable for the entity's vision to become the premier resource for the integration of K-20 education, work force development, and business community in Dona Ana County. Ensures the viability of The Bridge by creating and establishing a resource development plan.

ESSENTIAL DUTIES:

1. **Promotes The Bridge:** Develops and implements an effective communication plan to contact the Board, partners, economic development, and community at large. Effectively promotes The Bridge, educational institutions and work force development. Creates strong relationships between education, employer and economic development entities. Ensures organizational viability by establishing and promoting a measurable value to the communities served. Cultivates the required network and areas of influence to support The Bridge's vision and goals.
2. **Plans & Directs:** Develops and implements the organization's business plan and strategic initiatives in conjunction with the Board of Directors. Utilizes the business plan and attains desired performance outcomes established with the Board. Establishes a financial accounting system and donor databases. Creates and implements annual goals, objectives, programs/projects and quantitative performance metrics consistent with the vision, mission, and national best practices. Prepares the annual budget. Plans and directs funding of operations and The Bridge projects. Designs and establishes research and data capabilities to measure organizational effectiveness and support initiatives.
3. **Manages:** Manages and monitors the budget, general operations, and staff to ensure the stated goals of the organization are achieved. Manages contracts, grants, and alliance relationships with vendors or other entities. Ensures compliance with external legal and internal policy requirements.
4. **Promotes The Bridge's Priorities:** Develops and coordinates specific plans to advise and influence elected officials on policies, funding, economic

development, and other regulatory issues that affect the vision or other initiatives of The Bridge. Provides expertise and consultation to The Bridge Board, elected officials, chambers, education, work force development, industry, and other related entities.

5. Resource Development: Creates a resource development plan to include charitable gifts. Develops and implements plans and programs to systematically promote and recognize current and past donors.

EXPERIENCE AND MINIMUM REQUIREMENTS:

A master's degree in business administration, education, philanthropy, public administration or a related field is preferred. Must have a broad knowledge of non-profit and foundation management. Must have a proven track record in educational or work force development transformations that were strongly linked to industry and economic expansion. Must have a documented history in establishing and obtaining key performance indicators that were tangible to the community stakeholders. Should possess knowledge of educational collaborative initiatives that integrate business and work force development to improve economic opportunities for the community. Must have experience in the startup and/or incubation of a non-profit entity. Must demonstrate effective communication and public relations skills. Experience in, or understanding of Southwestern region and culture is recommended. Proficiency in Spanish is a plus.

Skill Requirements:

1. Must have strong negotiating and network developing skills.
2. Must be able to use independent judgment in various situations and determine appropriate action.
3. Must have strong oral and written communication skills.
4. Must be able to analyze and evaluate technical information to effectively develop and promote programs and initiatives related to The Bridge.
5. Must be able to make public presentations and set priorities for various tasks.
6. Must be able to communicate with educational, business and political communities.

Compensation/Benefits: Compensation will be partially based on prior experience. The established salary range for this position is \$80,000-\$110,000 annually plus benefits.