

President & Chief Executive Officer (CEO)

Job Title: President and Chief Executive Officer (CEO)

Location: Hilltown, Bucks County, PA

Position Type: Full-Time

JOB SUMMARY

Provide strategic leadership and operational oversight. Ensure financial growth, stability, integrity, and minimize risks. Enable the Board of Directors to fulfill its governance responsibilities effectively and efficiently. Enhance the image and reputation of the organization. Ensure development of all people who contribute to the mission.

This is a leadership position with responsibility for oversight of all employees of the organization.

RESPONSIBILITIES AND ACTIVITIES

- R.1 Provide strategic leadership and operational oversight.
- Be a model of inclusivity for all staff and stakeholders, providing a unified focus on vision, mission, and values.
 - Ensure and support the development, implementation, and maintenance of an integrated, organization-wide strategic planning process that includes clear metrics and input/feedback from staff.
 - Ensure an annual review of the strategic plan with recommendations for revisions to the Board of Directors as necessary.
 - Prepare, recommend and oversee operational plans and present a monthly benchmark and annual report on outcomes with recommendations to the Board of Directors.
 - Ensure the delivery of quality programs, services, and events with an evaluation component to measure success.
 - Ensure the facilities, all buildings, and grounds are well maintained and safe for all visitors and staff.
 - Hire a talented, committed, and diverse staff who are empowered with the best systems and technology to ensure excellence and productivity.
 - Promote a culture/climate of transparency, collaboration, and shared accountability among staff, volunteers, the Board of Directors, and key stakeholders.
- R.2 Ensure financial growth, stability and integrity, and minimize risks.
- Oversee development and implementation of organization's fundraising activities.
 - Ensure a successful major donor program which includes planned giving and

- an endowment fund.
- Assure that the organization has the financial resources it needs to accomplish its mission
- Oversee preparation of an annual financial budget for approval by the Board of Directors.
- Oversee disbursement of financial resources as budgeted.
- Ensure the production of a monthly financial statement and an independent annual audit will be submitted to the Board of Directors.
- Establish and maintain a balanced and diversified combination of funding sources (i.e., earned revenue, donations, event fundraising, grants, sponsorship, etc.).
- Ensure risk is minimized and an annual review of all insurances by the Board Finance Committee.
- Ensure compliance with all relevant regulatory/statutory requirements at the State and Federal level in the US and in all other countries in which it operates.
- Ensure the organization operates with the highest integrity and ethics, accredited with the National Standards for Nonprofit Excellence while ensuring the highest ratings by online charity websites.
- Oversee the registration and maintenance of all required certifications needed to accomplish its mission (including trademarks, incorporation, tax exemption, etc.).
- Ensure all work processes are cost-efficient.
- Ensure all new staff receive orientation, reference and background checks, as well as requisite child abuse prevention training.
- Ensure staff, volunteers, and Board members working directly with students receive 3-hours of child abuse prevention training and FBI, State Police and Child Abuse background clearances.
- Ensure overseas affiliates and country offices with financial dependence receive an in-country review of standards and required procedures every other year.

R.3 Support the Board of Directors to fulfill its governance responsibilities effectively and efficiently.

- Provide regular reports and recommendations to the Board to help the Board make sound decisions.
- Assist in the recruitment of all new Board members to help ensure the array of attributes, skills, characteristics, and experiences communicate a Board identify with diversity.
- Organize and deliver a new Board member orientation prior to a member attending a Board meeting.
- Ensure that the Board has the information and administrative and professional support/advice needed to accomplish its goals.
- Build a strong relationship with the Chairman of the Board through regular contact, calls and/or meetings.

- Maintain regular contact with all Board members to solidify engagement and ongoing commitment, while cultivating leadership among Board members.
- Provide the Board with the strategic consultation and advice it requires to accomplish its goals.
- Ensure that the Board's requests, recommendations and requirements are implemented in a timely and effective manner.
- Review organizational policies and affirm their relevance with recommendations warranted for approval by the Board of Directors at least every five years.

R.4 Enhance the image and reputation of the organization.

- Establish, build and maintain a prominent influential reputation with productive strategic external relationships (peer networks, alliances, partnerships, media, advisors, legislators and professional associations, diverse community groups, funding agencies and individual benefactors).
- Build a personal public profile with a blend of thought leadership that is demonstrated through social media, speaking engagements, and opinion editorials, public relations.
- Ensure the maintenance of an updated quality website, active social media presence, regular press releases, and ongoing promotion to advance the mission.
- Ensure organizational consistency with branding and messaging that aligns with the mission and goals.
- Develop and carry out a plan for the key staff to participate in relevant community groups which also represent prospective target groups/constituencies.
- Work with international partners to develop shared exhibits, symposiums, and conferences.
- Ensure the tour of the Pearl S. Buck House tour is scholarly based, relevant and engaging to visitors.
- Serve as the lead with crisis communications if necessary working closely with the Chairman of the Board.

R.5 Ensure the development of all people who contribute to the mission.

- Directly supervise and guide the leadership team to ensure a culture of team work while maximizing individual performance.
- Ensure the annual review of the performance of all staff, updated job descriptions and pay scales, and personnel files that reflect compliance with industry standards, laws, and policies.
- Submit an annual self-evaluation of your performance to the Board of Directors and ensure your annual performance review is completed and documented in your personnel file.
- Conduct a monthly volunteer orientation session and volunteer appreciation activities to build a stable, effective corps of volunteers.
- Ensure the professional development of all staff in line with the budget.

- Ensure docent/facilitator training to continuously improve the quality of house tours.
- In collaboration with the Board of Directors, develop an annual plan for Board development and education to be presented at each Board meeting.

Perform other activities as assigned.

AUTHORITY

- Spending / budget authority: Not to exceed \$5,000 unless stated in the annual Board approved budget
- Travel/business expenses: All expense reports to be approved by the Board Treasurer
- Autonomy: Level 4 – Maximum
- Supervision: All staff with direct supervision to the leadership team members and an administrative assistant

CONTACTS / PURPOSES

- Board of Directors, to ensure a collaborative effort is provided in communication and support of PSBI's Mission and program objectives
- International Board members and staff to ensure quality programs and collaboration.
- Domestic and International partners to continue to grow the legacy and brand of Pearl S. Buck.
- All staff, to ensure day-to-day operations, quality programs and accountability.
- Representatives of potential donors and partners (NGOs, Multi- and Bi-lateral Agencies, Grantors, Legislators, Community and International Leaders) to develop relationships and collaborate on joint initiatives
- Regulatory agencies, to fulfill annual reporting requirements and ensure registrations are maintained and updated
- Legal Counsel, to ensure organizational representation is obtained as needed
- Donors, to build relations and increase donations
- Government officials, to educate and address policy needs while building awareness and engaging support
- Volunteers, to support initiatives and build relations.

WORKING CONDITIONS

Standard office environment with no particular workplace hazards. Must have the ability to climb stairs and walk distances to and from all buildings on the property. Must have a valid driver's license and state required automobile insurance. Must be willing and able to travel internationally as required, typically two times with an occasional third trip annually.

QUALIFICATIONS

Education

- Bachelor's degree required; advanced academic degree preferred

Skills

- Oral/Written communication (Advanced)
- Leadership
- Building and Managing staff and teams
- Financial/Budget Management
- Problem Solving
- Planning and Organizing
- Interpersonal relations
- Intercultural competency
- Supervision
- Motivation
- Fundraising
- Advocacy

Core Competencies

- Leadership – Demonstrates high ethical and moral standards, with a humble, yet confident presence. Understands the importance of being “the” example for others to follow. Displays drive, purpose, dedication, adaptability, and a strong work ethic. Is action oriented and decisive. Exercises exceptional self-governance and awareness with an executive presence and approachability. Embraces ongoing training, education, and feedback to continuously grow and learn as a leader.
- Visioning and Alignment – Creates and communicates a vision of the organization that inspires the organization’s constituents to align, commit, and work toward achieving challenging goals that support the organizations mission.
- Business Management - Knows and understands the fundamental processes including finance, fundraising, human resources, marketing, business development, risk management, facilities management, their interaction, and the impact of external and internal influences on decision making, growth, and decline. Has a business mentality that underlies all activity, actions, and decisions.
- Strategic Thinking/Planning - Obtains information and identifies key issues and relationships relevant to achieving a long range goal or vision; anticipates future trends, conditions and consequences; articulates and commits to a course of action to accomplish the goal after considering alternatives based on logical assumptions,

facts, resources, constraints, and organizational values.

- *Conflict Management* – Resolves and/or optimizes the positive value of disagreements / differences that are impeding business progress while demonstrating sensitivity to individual or group needs; turns negative/unproductive conflict into positive problem solving/negotiation; suggests approaches to reduce and/or benefit from conflict in the future.
- *Team Building* – Builds and molds effective teams by selecting team members based on the required mix of skills, experience and competencies; enables a group to develop the trust, alignment, sense of interdependence and mutual accountability that enables them to work collaboratively to achieve shared goals.
- *Time/Stress Management* – Demonstrates flexibility in applying different approaches to changing work demands; handles heavy workload by prioritizing, planning and accomplishing tasks in a timely, effective manner; maintains balance and decisive performance under pressure due to constraints, ambiguity/uncertainty or opposition.
- *Change Management* – Generates innovative ideas and applies change best practices to ensure impact of key initiatives; challenges the status quo and supports new initiatives; acting as a catalyst of change and encouraging others to change/support change; marshals the necessary resources to achieve results.
- *Values Diversity* – Recognizes that people are different and enhances the value of their differences; values diversity of ideas, experiences, skills, competencies, work styles and individual backgrounds; develops positive relationships by making others feel their concerns and contributions are important. Adapts easily to diverse situations, places, and people.
- *Political Savvy* – Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organizations function; anticipates where potential problems are and plans his/her approach accordingly.
- *Fostering Communication* – Models and reinforces dialogue as a means of sharing information, ideas, etc.; asking for feedback and responding either by making changes or explaining why changes cannot be made; promoting an environment in the organization in which people express their ideas, as questions, receive helpful feedback and challenge up.
- *Employee Development* – Enables the organization to meet the employees' needs; helps staff members to feel valued and appreciated; encourages and supports the enhancement of other's skills and competencies relative to current and future jobs; provides appropriate advice, feedback, and development resources to improve the effectiveness of individuals and teams.
- *Human Resources* – Identifies, attracts and engages high caliber people from inside

and outside the organization; assembles talented staff, Board members, and volunteers by using established criteria to make selection and promotion decisions. Fosters a sense of connection and belonging.

- *Delegation* – Allocates decision-making authority, specific roles, tasks, and other responsibilities to subordinates; identifies opportunities and actions which creates a sense of ownership of jobs or projects; provides clear expectations, control of resources and responsibilities.
- *Process Management* – Plans and implements processes necessary to get things done; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes that get more out of fewer resources.

Accomplishments/Experience

- Has executive leadership experience, demonstrated by successfully managing people, operations, and fiscal affairs in a prior position
- Has led a complex, multi-functional organization or business
- Has nonprofit experience, as a Board member or leadership staff
- Has worked with volunteers or has solid experience serving as a volunteer
- Has international interest and knowledge, preferably experience in Asia
- Has demonstrated experience effectively managing an organization with an annual budget of at least \$ 2 Million
- Has experience working in a service-oriented industry or position with a strong understanding of customer and/or visitor services
- Has proven ability in forming solid relationships with people of diverse backgrounds, personalities and accomplishments
- Has knowledge of cultural diversity, international development, Pearl S. Buck, the Pearl S. Buck House, and Pearl S. Buck International.
- Has demonstrated fundraising ability, with knowledge of how to solicit major gifts, government, foundations, corporate and individual donors
- Has the ability to communicate effectively both in writing and verbally, including excellent public speaking skills for both formal and extemporaneous presentations

Languages

- Speaks, reads and writes English