



Job Description: Chief Executive Officer

Department: Executive Leadership
Classification: Full time, Exempt
Reports to: Board of Directors Chairperson
Location: Hybrid (remote/in-office)

Position Summary:

The Chief Executive Officer (CEO) upholds the vision and mission of the West Palm Beach Police Athletic League (PAL) agency to promote and provide opportunities for PAL youth to succeed through athletics, education, life skills, and mentoring in Palm Beach County. The CEO is responsible for directing the execution of the policies established by the Board of Directors. Primary duties include overseeing the day-to-day operations of the agency and providing leadership in the matters of organizational effectiveness, planning, fundraising, and innovation. The CEO is accountable for the fiscal health of the agency. Frequent local travel is required.

Essential Functions and Responsibilities:

1. Under the leadership of the Board of Directors and through engagement of PAL staff, establishes and executes strategic directions, goals, and objectives, including:
 - Analyzing the internal and external environment
 - Assessing the needs of the agency
 - Developing agency goals and objectives
 - Developing budgeting plans and cost estimations
 - Reviewing of policies and procedures
 - Assigning responsibilities and evaluating results
2. Responsible for the fiscal management, budget development, and monitoring of funds for the agency, as approved by the Board of Directors. Recommends to the Board specific actions needed for proper fiscal management of the agency.
3. Responsible for staff management, including interviewing, hiring, onboarding, training, performance management, and disciplinary action of PAL staff.
4. Reviews staff time records to confirm accuracy and administers payroll process.
5. Coordinates and oversees all PAL programming, ensuring alignment with agency goals to engage youth through athletics, education, life skills, and mentoring. Identifies new PAL programming opportunities.
6. Oversees all agency fundraising activities to achieve designated financial goals. Understands the requirements and expectations of all major funders, as well as builds and maintains relationships with funders.
7. Builds relationships with the Board of Directors, funders, and the community at large, including all relevant community agencies.

8. Organizes, executes, and promotes all aspects of agency fundraising events, such as Ballroom Blitz.
9. Identifies, solicits, and cultivates potential new sources of funding in alignment with the agency's fiscal goals. Establishes and maintains updated donor database.
10. Collects and provides the Board and Committees with timely and relevant information, data, reports, and support to facilitate decision-making and evaluation.

Other Responsibilities:

- Executes PAL policies and procedures, as set forth by the Board of Directors.
- In all manners acts in the best interest of the PAL agency and youth.
- Maintains positive partnerships with West Palm Beach Police Department and other law enforcement agencies that support PAL.
- Meets with PAL parents/guardians as needed to address questions and concerns related to the youth's success in PAL programming.
- Attends regular meetings of the Board of Directors, all Board Committees, as well as staff meetings and those related to agency issues.
- Provides a facility tour and orientation for all new Board of Directors.
- Ensures timely updating of PAL website and promotes agency programming and events on social media outlets.
- Serves as a liaison between the Board and media on agency issues.
- Promptly reports to the Executive Committee any legal actions, legal issues or problem areas confronting the agency.
- Ensures a safe working and youth environment to reduce the risk of injury or accidents. Completes accident reports promptly in the event of injury or accident.
- Ensures proper maintenance and cleanliness of PAL facilities and vehicles.
- Ensures proper security procedures are in place to protect employees, youth, volunteers, and agency assets.
- Acts as an ambassador for PAL in the community.

This job description does not state or imply that the above are the only duties and responsibilities assigned to the position. Employees holding this position will be required to perform any other job-related duties as requested by the Board of Directors.

Knowledge, Skills and Abilities:

- Knowledge of Palm Beach County communities, state and local government initiatives, public funders, and the grant solicitation process.
- Excellent interpersonal, relational, problem solving and communication skills; both verbal and written, including presentation skills.
- Ability to manage a diverse staff and to work effectively with clients and coworkers.
- Ability to independently plan, organize, and successfully execute work assignments and projects with minimal management oversight.
- Ability to manage multiple priorities and manage time effectively to meet established timelines for work completion.
- Must have strong business and leadership skills.
- Must possess qualities of decency, integrity, decisiveness, transparency and discretion.
- Ability to coordinate and clearly articulate the short-term and long-term goals of the agency, employing input from the Board, staff, and community at large.

- Ability to maintain and develop effective working relationships with other agencies, local and state representatives, legislatures, media, staff, board members and the public.
- Ability to lead, manage, and evaluate senior staff.
- Proficient knowledge of Microsoft Office Suite. DonorPerfect or other donor database experience preferred.

Experience Required:

- Five to seven years of progressively responsible administration or management experience in a non-profit organization or public administration. This includes experience working with a volunteer board.
- Experience in program planning, design and evaluation.
- Experience in budgeting and financial process in the seven-figure range.
- Must have executive leadership experience in administration, fundraising, finance and personnel management.

Educational Requirements:

- Bachelors’ degree in Business Administration, management or liberal arts preferred or work-related experience required.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Ability to perform the above responsibilities.
- Personal reliable/consistent transportation. Must have a valid Florida driver’s license, have an acceptable driving record and carry minimum auto insurance as required by state law.
- Ability to lift 20 pounds.

West Palm Beach Police Athletic League (PAL) does not discriminate against employees or clients on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, pregnancy, age, disability, marital status, familial status, genetic information, veteran status, or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Handbook. West Palm Beach PAL will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 as Amended (ADAAA).

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

I have read and understand the job responsibilities, standards and requirements for this position.

Print Employee Name

Employee Signature

Date