## CEO Job Description Sample Template

We are seeking a CEO to guide our company and improve its performance long-term. You will have fiscal and operational performance responsibility for the organization and will engage and report to a Board of Trustees regularly. In this role, you will act as the figurehead and leader for all internal operations, while becoming the public face of our company. You will make daily business decisions that affect our employees and the organization. We are seeking you to be a decisive leader with skills to lead us in an increasingly competitive market.

You will be responsible for direct reports including VP and Board oversight. You will liaison between multiple corporate departments while coordinating reporting and responding appropriately to improve our overall effectiveness. You will leverage internal resources to create and implement a strategic plan for fiscal growth in five-year increments. You will be a thorough and methodical decision maker with an innovative vision for growth.

In this role, you will be strongly focused on the overall growth, expansion, and financial health of the organization you serve. You will be organized and methodical, a strong leader, with a proven ethical and moral code that complies with accepted best practices and all regional, state and federal applicable laws.

Responsibilities

* A savvy industry insider with a strong acumen in raising capital, networking, gaining support from the board of directors and shareholders, and determining the overall growth trajectory of an organization.
* Responsible for the overall fiscal and objective performance of an organization.
* Develop and implement high-quality strategic plans to achieve short and long-term objectives.
* Maximize capital gains for key company stakeholders.
* Motivate subordinates to bring about company goals.
* Lead C-suite management team to spearhead the development of core product offerings.
* Accountable to Board of Trustees, stakeholders, and employees.
* A top company representative, facing a variety of media attention acting as a strong voice and face of the company.
* Support and enforce the overall mission of the organization.
* Ensure the overall survival of the company and establish strong and ethical business practices.
* Provide key business decisions based on deep industry knowledge and intuitive understanding of the market.

Required Skills

Educational

* High School Diploma or General Education Diploma (GED) required.
* Certification from post secondary educational institution.
* Advanced graduate degree in finance or business administration.

Technical

* Demonstrated track record of fiscal performance in business.
* Expert-level understanding of the industry in which company operates.
* Excellent grasp of financial performance and ability to communicate information with a variety of internal and external stakeholders.
* Deliver expert-level advice at a strategic operating level.
* Strong ability to read market fluctuations and formulate a response plan to improve performance.
* Public speaking, phone, and computer skills are required.

Communication/Organizational

* Excellent written and verbal communicator.
* Able to shoulder the responsibility for the overall success or failure of an organization.
* Expert facilitator of company talent.
* A visionary leader able to inspire employees and the public.
* A savvy negotiator with excellent fundraising and networking skills.
* A strategic planner and thought leader.
* Ability to pinpoint internal workflow changes to streamline an organization.
* Able to suggest a course of action to respond to market trends.
* Tenacious and effective leadership under considerable pressure.

Benefits

* Full-time, with benefits.

How to Apply

* Apply by forwarding your resume along with a cover letter.