

**HUBBARD HOUSE, INC.  
JOB DESCRIPTION**

**POSITION TITLE:** Chief Executive Officer

**PROGRAM TITLE:** Administration

**POSITION REPORTS DIRECTLY TO:** Hubbard House Board of Directors

**POSITION(S) THAT REPORT(S)  
DIRECTLY TO THIS POSITION:** Chief Financial Officer  
Chief Operating Officer  
Chief Development Officer  
First Step Program Manager  
Executive Assistant/Office Manager

**POSITION(S) THAT REPORT(S)  
INDIRECTLY TO THIS POSITION:** All Agency positions not listed above

**INDICATE NUMBER OF EMPLOYEES SUPERVISED:** 5 Direct

**POSITION IS EXEMPT FROM WAGE AND HOUR REQUIREMENTS.**

**WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

Bachelor's degree required. M.S. in Business Administration or Public Administration preferred. A minimum of two years' experience working in the domestic violence field, and four years' supervisory experience required.

**JOB SUMMARY:**

The Chief Executive Officer is responsible for the overall administration and operation of all Agency programs and services. The Chief Executive Officer is accountable for the achievement of all major organizational goals and objectives and is responsible for establishing policies, making all decisions, taking all actions, and developing all activities which are true to the Board's policies. The Chief Executive Officer also serves as the Chief Executive Officer of the Hubbard House Foundation, Inc. Position requires frequent local and occasional out of town travel. Must be flexible in working hours to attend meetings, committee meetings, speaking engagements, etc. Must be able to pass criminal background screening, have a valid driver's license and meet agency automobile insurance requirements.

**PRINCIPAL JOB DUTIES:**

**Leadership:**

1. Develop, direct and motivate an organization capable of providing advocacy, quality services and of meeting Agency objectives.
2. Provide policies and procedures to assure operational/administrative clarity and ensure they

are known and available to employees.

3. Promote understanding and support of the Agency and its philosophy and mission.
4. Provide for effective public relations with the media, the criminal justice system, the corporate community and the community at-large.
5. Establish and maintain effective relationships with funding sources, local, state, and federal government agencies, the criminal justice system and other non-profits.

**Fiscal:**

1. Provide for Agency funding through effective resource development, cultivating new funding sources whenever possible.
2. Develop and recommend annual operating and capital budgets for all programs and operate within Board approved budgets.
3. Protect the long-term financial strength of the Agency by operating the Agency in a sound and prudent fiscal manner.

**Risk Management:**

1. Establish written practices and procedures to assure legal, ethical, fair, equitable and humane treatment of employees.
2. Provide for protection of the welfare and confidentiality of clients and facility location in accordance with federal, state and local regulations.
3. Provide for responsible security and facility management at all locations (i.e. safety, maintenance, renovations, etc.).
4. Ensure that staff is prepared for prompt action in case of an emergency or a natural disaster.

**Board of Directors:**

1. Provide staff leadership and support to the Hubbard House, Inc. Board of Directors and the Hubbard House Foundation, Inc. Board of Directors.
2. Keep the Board informed of relevant trends, public events of the Agency, and material external and internal changes.
3. Submit the required monitoring data (see policy on monitoring the Chief Executive Officer's Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.
4. Undertake special projects and reports, as assigned by the Board of Directors.

**KNOWLEDGE AND SKILLS:**

Position requires an independent, self-motivated individual possessing expertise in planning, organizing, directing, and controlling all functions of the Agency. Position also requires the ability to identify and solve problems in a logical manner and measure the effectiveness of programs through data collection and analysis. The individual must possess excellent written and verbal communication skills, and must utilize interpersonal skills to gain staff input and support. Frequent contact with staff and Board members requires tact and discretion, as well as a diplomatic individual who is an assertive and effective leader. The position requires demonstrated success in resource development and fiscal management. Experience with retail management is preferred. Appropriate skills in Agency computer hardware and software programs are also required. Individual must

possess an awareness of feminism and sensitivity to the issues and dynamics of domestic violence in our society.

**INTERNAL CONTACTS:**

Internal contacts include Agency staff members, the Board of Directors, volunteers, residents and clients.

**EXTERNAL CONTACTS:**

External contacts include politicians, corporate and civic leaders, representatives from social service agencies, Florida Coalition Against Domestic Violence members, and the community at-large.

**WORKING CONDITIONS:**

Work location is clean; fully climate controlled and complies with Florida Clean Indoor Air Act.

All duties and requirements are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This position description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create an employee contract, implied or otherwise, other than an "at will" employment relationship.

---

To apply send an email with the subject line **Hubbard House, Inc. CEO Position** to [edrecruit@fcadv.org](mailto:edrecruit@fcadv.org). Attach a cover letter and resume to the email. Only resumes and cover letters submitted via email to [edrecruit@fcadv.org](mailto:edrecruit@fcadv.org) will be considered.