



SACRAMENTO VETERANS EMPLOYER RESOURCE GROUP

***** JOB ANNOUNCEMENT *****

Title: President and Board Chair

Reports to: The Board of Directors

Summary: The President acts as the Chief Executive Officer of the organization and is responsible for the overall management and direction of the nonprofit in accordance with its vision and mission. The President works under the general oversight of the Board of Directors.

Overview: The President provides oversight and overall management, planning, vision and leadership for all aspects of the Sacramento Veterans Employer Resource Group (Sac VERG) including programs and services, finance, resource development, human resources, member services, marketing, communications, and board development. The President assumes a leadership role in partnering and collaborating with businesses, foundations, government and military officials, other nonprofits, sponsors, volunteers, and supporters. The President works with the Board and Board Committees to establish vision, policies, strategic focus, priorities, and general scope of services the organization will deliver.

Responsibilities:

Leadership –

- Provides leadership in developing the Sac VERG as a high-quality nonprofit and strengthens its capacity to provide support to its members and the local community.
- Takes direction from the Board and works to assure that the Sac VERG operates with a clear mission and a long-range strategic plan that is consistent with the mission.
- Leads the Board in the performance of its responsibilities and ensure that the mission and core values of the Sac VERG are put into practice.
- Motivates and collaborates with the Board to develop and implement plans for the operational infrastructure of systems, processes and volunteers (Board and community) designed to accommodate the objectives of the Sac VERG.
- Keeps the Board of Directors fully informed on conditions, opportunities, issues, and challenges for the Sac VERG and the environment in which it operates so that the Board can carry out its governance, financial oversight and leadership role.
- Oversees the development of cutting-edge initiatives, programs and services with applicable vision and policies for all program processes.

Management –

- Presides at board meetings and serves as chairman of the Executive Committee.
- Effectively manages the human resources of the Sac VERG in a manner which supports a productive, professionally competent volunteer team in an environment respectful of personal well-being and cultural diversity. Manage hiring and resolution of grievances.



- Ensures board performance and program quality and consistency with organizational goals through ongoing evaluation of all programs and services to determine effectiveness and participant and member satisfaction
- Assures the organization stays within approved plans and budgets.
- Develops with the Board, on a yearly basis, a business plan for the board to carry forward the strategic plans of the Sac VERG.
- Reviews and approves, along with the rest of the board, the Sac VERG's annual budget and fundraising plan, audit reports, and material business decisions; being informed of, and meeting all legal and fiduciary responsibilities.
- Ensures legal compliance (including all required filings) and sound risk management practices are followed.
- Executes authority to sign legal documents on behalf of the organization.
- Assists as needed with raising funds and actively solicits and brings in new sponsors and/or members to carry out VERG's mission.
- Ensures Sac VERG maintains relationships and regular communication with sponsors.
- Serves as the primary spokesperson for the organization.
- Oversees the development of a marketing and communication strategy to ensure that the Sac VERG becomes the "go to" nonprofit for employer sharing of resources associated with recruiting, hiring, retaining, and supporting veteran employees.

Desirable Qualifications:

- Military veteran status highly preferred but not required
- Visionary, innovative and forward-thinking leader
- Passion and deep interest in the Sac VERG mission
- Teamwork and team management skills and experience
- Knowledge of nonprofit operations
- Takes responsibility for outcomes
- Respectful of others
- Effective communication skills
- Fundraising and financial management skills
- Open minded with a willingness to learn

Monthly hours typically required:

- Minimum estimate 20-30 Hours – Board meeting, including pre and post work (6 hours), miscellaneous email communication (4 hours), Executive Committee meetings (2 hours) planning and leadership (5 hours), stakeholder/business partner engagement (2 hours), one-time annual strategic planning meeting and prep (6 hours), attendance at quarterly networking & education events (1 hour each), Sac Verg sponsored service projects (3-6 hours once or twice a year), ad hoc community events/public relations opportunities (as needed or delegate to a Board member)