

RIDE CONNECTION POSITION DESCRIPTION CHIEF EXECUTIVE OFFICER

Position Title: Chief Executive Officer

Positions Supervised: Chief Financial Officer, Deputy Director, Chief Human Resources Officer, Chief Planning & Programs Director, Chief Quality Assurance & Compliance Officer, Director of Diversity, Equity, Inclusion and Accessibility, and Executive Administrator

Status: Exempt

Position Summary

The Chief Executive Officer is responsible for agency-wide governance, strategic and community relations oversight, program compliance, fiscal control, people management, diversity, equity, inclusion and accessibility, and Board of Director engagement.

Core Accountabilities

Agency Values – Consistently demonstrates Ride Connection values in all business interactions and performance. The values are as follows:

- Recognize, nurture, and appreciate our paid staff and volunteers.
- Maintain collaborative relationships with Service Partners.
- Deliver safe, personalized transportation options.
- Assure honest, reliable, and accountable business relationships and practices.

Teamwork – Exhibits spirit of cooperation, showing adaptability and flexibility. Supports team goals, assists co-workers and shows appreciation for others. Communicates effectively and kindly with others.

Respect– Consistently interacts in a compassionate and respectful manner. Maintains confidentiality.

Effective Use of Resources – Uses office and position resources effectively. Makes efficient use of the time and talents of others.

Initiative – Shows independence. Demonstrates creativity in problem solving, contributing new ideas and solutions.

Lead by Example – A leadership style where behavior you would expect to see in others is demonstrated in yourself.

Major Duties and Responsibilities

- Leads strategic growth and planning.
- Negotiates with other companies regarding actions such as contract terms, mergers, acquisitions, or joint ventures.
- Ensures compliance with all applicable laws, rules, regulations, and standards.
- Serves as chief advocate for diversity, equity, inclusive and accessible initiatives within the organization; including the implementation of strategies to advance antiracism principles at all levels of Ride Connection.
- Provides oversight and input in the development of all safety-related initiatives.
- Oversees the organization's financial structure, ensuring adequate and sound funding for the mission and goals of the company.
- Reviews the financial results of all operations, comparing them with the company's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Collaborates with the Board of Directors and other executives to establish goals and policies.
- Supports ongoing recruitment, orientation, and training of Board Members and Officers.
- Initiates and cultivates relationships with community partners, individuals, foundations, and corporate supporters.
- Serves as the organization spokesperson and representative to the Board of Directors, employees, customers, the government, and the public.
- Drives fundraising efforts in collaboration with the Development Director and Board of Directors.
- Provides executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Directs and supports executive leadership team to strategically grow the organization's impact, programs, fundraising, and to effectively fulfill the organization's mission.
- Fosters a culture that encourages collaboration between departments and recognizes positive contributions.
- Performs other related duties to benefit the mission of the organization.

Required Qualifications

- Bachelor's degree with a minimum of ten years of progressively responsible experience in a senior level leadership capacity directly related to the duties and responsibilities specified.

Additional education may be substituted for experience, and educational qualifications may be waived depending on work history.

- 5 years of nonprofit or government management including knowledge of fund accounting and budgeting.
- 3 years of leadership experience in at least two different areas of business discipline such as marketing, sales, finance, operations, etc.
- Excellent decision-making skills and demonstrated success with strategic planning and implementation, fundraising, and development planning.
- Lived or work experience advocating for initiatives promoting equity and inclusion, with a particular focus on addressing the needs and perspectives of underserved or marginalized communities, such as older adults, people with disabilities, rural or lower socio-economic communities, people of color, and immigrant or refugee populations.
- Demonstrated commitment to antiracism work.
- Excellent interpersonal, written, oral and public speaking communication skills
Strong self-awareness with the demonstrated ability to effectively build teams and lead change.
- Understanding of human resources and personnel management.
- Proven negotiation, analytical and problem-solving skills.
- Ability to work under pressure, understand new issues quickly, and pivot accordingly.
- Ability to inspire confidence and create trust.

Preferred Qualifications

- Knowledge of Federal and Oregon rules and statutes pertaining to programs receiving government funding for transportation.
- Experience working in the field of transportation planning.

Working Conditions

- Standard office working conditions.
- Repetitive motion, prolonged sitting.
- Verbal communication with others.
- Frequent use of a computer.
- Occasional lifting of items from below the knees or above the shoulders.
- Occasional lifting up to 10 pounds.

This job description outlines the essential duties and responsibilities of the position. Individuals in this role are expected to perform the essential functions. However, Ride Connection is committed to providing reasonable accommodations to individuals with disabilities to enable them to perform their job functions effectively.

Note: This job description is intended as a guideline, only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment may be terminated at will, with or without cause.

Ride Connection is an Equal Opportunity Employer