



# **JOB ANNOUNCEMENT**

## **Chief Executive Officer**

### **PREMIER ALLIANCES, INC.**

Premier Alliances, Inc. seeks a dynamic and innovative leader, advocate, and relationship builder to serve as the organization's Chief Executive Officer. The Chief Executive Officer will build on a successful foundation to ensure future organizational strength and sustainability. If you are an experienced nonprofit leader passionate about working to create a future full of opportunities for people with disabilities, join our small but dedicated team.

#### **ABOUT THE ORGANIZATION**

Premier Alliances, Inc. is a 501(c)(3) nonprofit organization whose mission is Improving the Lives of People with Disabilities. Founded in Bisbee, Arizona in 1962, Premier Alliances provides rewarding jobs with benefits to people with additional needs, while advocating for inclusion in our communities, and supporting like-minded partners and institutions.

Through our membership in the SourceAmerica network, Premier Alliances secures and maintains contracts through the federal AbilityOne Program, which sets aside certain federal jobs for individuals with disabilities. Today, Premier Alliances is the largest employer of people with disabilities in Cochise County, Arizona.

#### **ABOUT THE ROLE**

The Chief Executive Officer (CEO) is responsible for executing the vision, mission, objectives, and policy direction of the Board of Directors, providing motivation, leadership and strategic focus to the organization. This position plans, organizes, integrates, fiscally controls, directs, administers, reviews and evaluates the activities, operations, programs, and services of Premier Alliances. The CEO develops relationships with external stakeholders and directs the establishment of standards of performance across all programs. This position is the final decision-making authority on matters of significance including budgetary, legal, purchasing, marketing and human resource matters. The CEO is the organization's public-facing leader and chief strategist and advocate, working under the direction of a volunteer Board of Directors and supervising a small team of staff in Bisbee, Arizona.

#### **ESSENTIAL FUNCTIONS AND MAJOR RESPONSIBILITIES**

- Manages organizational operations, setting policies, goals and strategies for Board approval and ensuring growth and sustainability.
- Collaborates on infrastructure development to support rapid growth.

- Ensures compliance with policies, laws, and grant/contract guidelines, including licensing.
- Leads business development, managing contractor relationships and overseeing contracts.
- Acts as the organization's key decisionmaker.
- Promotes best practices across the organization.
- Manages the organization's financial health.
- Prepares and monitors annual budgets, addressing financial performance goals.
- Provides direct supervision to executive staff.
- Fosters a culture of high performance, quality, and continuous improvement.
- Ensures timely and effective staff training and development.
- Sets performance goals, evaluates staff, and administers salary adjustments.
- Oversees human resource policies and systems, aligned with Board guidance.
- Acts as community liaison, representing and advocating for the organization in public and industry settings.
- Represents the organization on boards and committees, presenting to stakeholders.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- In-depth knowledge of laws, policies, and regulations in behavioral and developmental health.
- Familiarity with key stakeholders, funding, and regulatory environment in Premier Alliances' markets.
- Strong analytical skills for complex policy and operational issues.
- Excellent written and verbal communicator with strong interpersonal skills.
- Proficient in reading and understanding complex documents, including legal texts.
- Skilled in delivering presentations on diverse topics to various audiences.
- Knowledgeable in researching regulations, developing action plans, and setting benchmarks.
- Strong organizational and prioritization skills, with ability to delegate tasks.
- Understanding of employee supervision principles to maintain a collaborative work environment.
- Proficient in MS Office software (Word, Outlook, Excel, Publisher, PowerPoint).

#### **REQUIRED QUALIFICATIONS, SKILLS & COMPETENCIES**

- 7+ years' nonprofit leadership and management experience, including 3+ years' supervisory experience
- Bachelor's degree or higher in the Social or Behavioral Sciences, Public Administration, Public Policy, Business Administration or related field. An equivalent combination of education, experience or training may be considered.

- Demonstrated success in nonprofit fundraising, utilizing a variety of strategies
- Experience working with volunteers and a nonprofit Board of Directors to engage and develop diverse personalities and skills to benefit the organization
- Excellent communicator (public speaking, presentation, and writing skills)
- Ability to qualify for level 5 clearance from US Customs & Border Protection.
- A valid Arizona Class D driver's license and a reliable personal vehicle
- Ability to be insured under Premier Alliances' automobile policy if position requires driving a company vehicle or rental car

### **HIGHLY QUALIFIED CANDIDATES WILL ALSO DEMONSTRATE:**

- Experience working in a multicultural setting and possession of high cultural competency
- Exceptional interpersonal skills and emotional intelligence
- Relevant lived experience
- Ability to speak some Spanish

### **SALARY AND BENEFITS**

This is a full-time, paid position. Salary range is \$90,000-100,000 depending on experience. Premier Alliances is proud to offer a high quality, competitive benefits package to employees and their eligible family members, including health, life insurance, Short and Long-term Disability, paid time off, family leave, 401K match, cell phone stipend, and additional voluntary benefits.

### **APPLICATION PROCESS**

1. Interested candidates must apply **through Indeed here.**
2. Please submit a resume and cover letter detailing your interest in Premier Alliance's mission and relevant experience. **Applicants without a cover letter will not be considered.** Applicants will be directed to complete two brief online assessments.
3. Applications will be reviewed as they are received. Apply by COB December 6, 2024 to ensure consideration.
4. Highly qualified candidates will be invited to participate in a screening interview in early December, followed by Zoom interviews with the Search Committee on December 17 and 18, 2024 and January 7 and 14, 2025. Finalists will be invited to a site visit to Bisbee, Arizona on January 18, 2025. **We hope to extend an offer to our selected candidate by late January and desire a start date on or before March 1, 2025.**

***All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.***