

Job Description

Job Title	CEO (Chief Executive Officer)
SOC	11-1011
Department	N/A
Reports To	Board of Directors
Supervisory Duties	Yes
Classification	Exempt
Travel Required	20%
Revision Date	May 2019

Summary of Position

The CEO is responsible for providing strategic leadership to IPMG by working with the Board of Directors and the Senior Leadership Team to establish and skillfully implement operational and long-range goals, strategies, and policies, while upholding the Core Values and Mission of IPMG.

Essential Functions & Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Spearhead the development and implementation of a strategic plan that supports effective growth strategies and processes
- Develop and implement operational policies that are consistent with state and federal regulatory oversight and that represent best business practices
- Create and model a strong corporate culture that promotes exemplary performance, ethical business practices, and positive morale
- Build, motivate, and lead a high-performance management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate IPMG's growth
- Oversee IPMG's financial activities including: budgeting, banking, reporting, meeting ESOP requirements, meeting auditing requirements, devising adequate internal controls and solutions to improve the company's financial position
- Oversee a competitive compensation structure of all employees
- Assure compliance with legal and regulatory guidelines, state and federal standards, corporate policies, and accreditation requirements to maintain the company's legality and business ethics
- Manage any third party contracts to which functions have been outsourced
- Work closely with the Director of Human Resources to ensure effective recruiting and retention of employees
- Build trust relations with key partners and stakeholders and act as a point of contact for important stakeholders, including but not limited to, the State of Indiana
- Maintain thorough knowledge of the markets in which IPMG operates and those with which it touches in the course of doing business and create proactive strategies to remain current in those areas

- Work with the IPMG legislative liaison to ensure that the needs of Individuals served as well as IPMG's corporate interests are best represented in the state and federal legislatures

Competencies

- Strategic Thinking
- Business Acumen
- Leadership
- Financial Management
- Results Driven
- Analytic/Problem Solving Skills
- Collaboration Skills
- Public Speaking

Supervisory Responsibilities

This position supervises supervisory positions as well as non-supervisory positions.

Required Education & Experience

- Bachelor's degree in a relevant discipline
- 10-15 years in management/leadership role within mid to large sized companies, preferably within the social services field
- Proven experience as CEO or other senior managerial position
- Experience in developing profitable strategies and implementing a corporate vision
- Familiarity with diverse business functions such as marketing, public relations, finance, human resources, etc.
- In-depth knowledge of and experience with corporate governance and general management best practices
- An entrepreneurial mindset
- Ability to build consensus and relationships among executives, partners, and the workforce
- Ability to provide leadership in a virtual, statewide corporate environment, to include ability to work with web-based systems
- Ability to understand new issues quickly and make decisions that reflect all regulatory, ethical, and strategic benchmarks
- Ability to inspire confidence and create trust
- Ability to work under pressure and plan personal workload effectively, as well as delegate

Preferred Qualifications & Experience

- Master's degree or MBA

Additional Eligibility Requirements

- Authorization to access the State of Indiana's operating systems
- Current and valid driver's license
- Current and valid car insurance
- Ability to pass a thorough background screen

Work Environment

This position functions in a conventional professional office setting, using standard office equipment such as a computer, phone and scanner.

Physical Demands

Minimal lifting and reaching is required. This is primarily a sedentary position.

Position Type & Expected Hours of Work

This is a full-time position. Days and hours of work are Monday-Friday, 8am – 5pm. This positions may require after hours and weekend work.

Travel

Statewide travel is required regularly. Some overnight travel necessary.

EEO Statement

IPMG is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, political affiliations, arrest records or any other characteristic protected by federal, state or local laws.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date