

Chief Executive Officer Job Description

About the Role:

Reporting to the Board of Directors, the CEO will serve as the CRC's chief strategist, culture leader, and external ambassador. This role oversees all staff, programs, operations, fundraising, communications, and community engagement. The CEO will ensure consistent mission delivery while shaping the CRC's vision for the future. You will lead a dedicated team, work closely with an engaged Board, and represent the CRC as a trusted voice within Nashville's nonprofit ecosystem.

Key Responsibilities:

Leadership & Organizational Management

- Lead, support, and develop a high-performing, mission-aligned team.
- Partner with the Board of Directors to set strategic direction, strengthen governance, and ensure the CRC's long-term sustainability.
- Ensure operational excellence across programs, financial management, systems, and outcomes evaluation.
- Build an inclusive, collaborative culture that inspires volunteers, staff, and partners.

Fundraising, Communications & Community Presence

- Expand and diversify fundraising to support both current operations and future growth.
- Strengthen the CRC's brand through compelling communication, public speaking, media engagement, and community storytelling.
- Leverage existing relationships, and cultivate new ones, to increase philanthropic support and community engagement.
- Serve as a visible, respected voice for issues connected to basic needs, access, and community well-being.

Strategic Planning & Partnership Development

- Lead the CRC's strategic planning process every three years and ensure strong execution of strategic initiatives.
- Identify opportunities for program innovation, operational improvements, and community partnerships.
- Develop strong relationships with funders, civic leaders, partner organizations, and prospective board members.
- Drive organizational growth through thoughtful planning and effective implementation.

What We're Looking For:

Experience & Skills

- 10+ years of senior leadership or management experience.
- Proven ability to lead, inspire, and develop teams.
- Prior experience partnering with a Board of Directors.
- Strong financial management, strategic planning, and organizational leadership skills.
- Demonstrated fundraising experience and the ability to engage diverse stakeholders.
- Excellent written and verbal communication; confident public speaker.
- Ability to build relationships across sectors and work collaboratively in diverse communities.
- Bachelor's degree required.