

JOB DESCRIPTION

Job Title Chief Executive Officer	Department Administration	Revision/Effective Date September 2026
Accountable to: ASPPB Board of Directors		<u>FLSA Status</u> Exempt, not eligible for overtime
Job Summary The Chief Executive Officer (CEO) serves as the leader and visionary for the Association, responsible for ensuring the fulfillment of its mission, strategic goals, and financial sustainability. The CEO works in close collaboration with the Board of Directors, senior management, Association members, and key stakeholders to advance the Association’s initiatives while fostering a positive culture. The CEO represents the Association externally and ensures operational excellence across all facets of the Association. The CEO is responsible for the employment and performance of the ASPPB Central Office staff and brings leadership and management experience across operations including, but not limited to, finance, budgeting, staffing, and performance management.		
Principal Responsibilities		
Leadership and Vision • Develop and Communicate Vision: Lead the development and articulation of the Association’s vision, mission, and long-term goals with both internal and external audiences. • Execution of Strategic Plans: Oversee the implementation of strategies and objectives approved by the Board of Directors, ensuring alignment with the mission and vision of the Association. • Judgment and Decision-Making: Demonstrate sound judgment in organizational decision-making, adapting to changes in the environment, and identifying opportunities for growth and improvement. • Promote Association Reputation: Build and maintain respect for the Association among members and stakeholders, ensuring its reputation is upheld.		
Operational Performance and Management • Operational Performance: Provide strategic leadership to the senior management team and ensure the Association has the leadership capacity, talent, and culture needed to achieve its goals. Oversee effective approaches to executive recruitment, development, succession, and retention, while fostering a healthy, inclusive, and high-performing organizational culture. • Organizational Culture: Foster an inclusive, positive organizational culture that promotes employee well-being, engagement, and satisfaction. • Operational Efficiency: Ensure operational excellence, resource allocation, data security, and compliance with relevant policies.		

- **Performance Management:** Conduct the performance evaluations of senior management, ensuring that their work aligns with Association goals and that they receive the support and resources needed to succeed.

Board Relations and Governance

- **Policy Implementation:** Ensure the execution of policies and strategies as determined by the Board of Directors.
- **Board Collaboration:** Build and maintain productive relationships with the Board of Directors, providing them with regular, timely, and accurate information.
- **Governance Support:** Assist the Board in fulfilling its governance role by providing necessary reports, updates, and recommendations on the state of the Association.

Financial Management

- **Financial Oversight:** Maintains strong financial controls, ensuring sound budgeting/budget adherence, accurate reporting, and compliance with regulations.
- **Investment Oversight:** Work in collaboration with the Association's investment advisors and ensure adherence to the Association investment policy to maximize mission-driven impact while securing long-term financial health.
- **Budgetary Management:** Ensures operations are conducted within approved budget guidelines. Proactively adjust financial plans when necessary, with approval by the Board of Directors.

Legal Compliance and Risk Management

- Ensure compliance with all governmental requirements that apply to the Association.
- Recognize, and where appropriate, seek legal advice when operational decisions may have legal implications.
- Effectively manage risk, including bringing relevant issues to the attention of the Board of Directors.

Community and Stakeholder Relations

- **External Representation:** The Board President and CEO serve as the Association's primary spokespersons and represent the Association to external stakeholders, including government agencies, community groups, media, and the public.
- **Stakeholder Engagement:** Develop and maintain strong relationships with key stakeholders, including partner organizations, regulatory bodies, and community leaders to advance the Association's mission.
- **Community Impact:** Engage with the broader community to enhance the Association's impact and ensure that its services align with the needs of its members.
- Significant travel is an expected and regular component of this position, including travel to meetings, conferences, and other Association activities throughout the United States and Canada.

Communication and Information Management

- **Internal Communication:** Maintain regular communication with the Board, staff, and jurisdictions regarding the Association's financial, operational, and strategic performance.

- External Communication: Communicate with stakeholders and other interested parties regarding issues that relate to the Association.
- Information Security: Oversee the secure storage and management of the Association's legal and policy documents, ensuring easy access for relevant stakeholders.
- Transparency: Ensure a high level of transparency in the Association's operations and decision-making processes.

Skills and Qualifications

(Education, Certification, Special Knowledge, and Skills)

- Advanced Degree
- Licensed Psychologist
- Knowledge of Regulations and Regulatory Boards
- Knowledge of national and international issues affecting psychology
- Experience in senior leadership roles, preferably within nonprofit or mission-driven organizations
- Leadership skills as demonstrated in ability to lead, inspire, supervise and manage a diverse team while promoting a positive organizational culture
- Financial acumen as demonstrated by experience in financial stewardship (financial planning, budgeting and risk management)
- Strategic thinking and decision-making skills as demonstrated by experience in strategic planning and execution
- Strong experience with Boards of Directors with the ability to support governance while maintaining operational accountability
- Communication skills with experience representing an organization to members, external stakeholders and the public
- Stakeholder engagement and relationship building skills and experience
- Interpersonal relationships skills demonstrating collaborative, flexible, and responsive approach

ADA Requirements/Compliance

Physical Demands:

Level 2: Requires sedentary work involving standing or walking for brief periods. Must be able to lift up to 15 lbs. at a time.

Unavoidable Hazards:

Level 1: The position is exposed to no unusual environmental hazards.

Sensory Requirements:

Level 1: The position requires normal visual acuity and field of vision, hearing, and speaking.

ASPPB is an Equal Opportunity Employer. ADA requires ASPPB to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations