



EXECUTIVE DIRECTOR

Basic Function

The Executive Director serves as the chief operations officer of CEAP, with responsibility for advancing its vision and strategic direction and helping CEAP grow in impact and organizational effectiveness. The Executive Director is responsible for maintaining and strengthening CEAP's reputation and effective relationships with government and private agencies and securing resources. The Executive Director balances internal management with external impact and visibility. S/he ensures that the organization is fiscally and programmatically sound and strategically advancing its purpose and goals.

Duties and Responsibilities

1. Manage the national secretariat in the exercise of the Association's operations and services;
2. Ensure a strong staff is hired, managed, supervised, coordinated, developed, and trained, and that staff performance is regularly evaluated. If needed, recommend the appropriate and needed manpower complement;
3. Advise and assist the President in the formulation and realization of CEAP's strategic vision, objectives and policies;
4. Coordinate with the regional directors and other designated groups/bodies all plans, programs and projects approved by the Board of Trustees;
5. Represent the Association with government and private agencies;
6. Assist the Treasurer in overseeing the organization's financial operations.
Ensure the Association's financial and administrative well-being through effective supervision that day-to-day operations and programs are professionally and efficiently organized and administered, and sound financial controls are in place and that funds are spent wisely;
7. Facilitate effective involvement of board of directors and bring to the board for input, review, or approval annual goals, priorities, proposed budget, and other major policy decisions;
8. Report to the President and perform such other duties as may be assigned by the Board or the President.

Qualifications

1. A master's degree.
2. Ten (10) years of program implementation experience in social development or educational administration.
3. Five (5) years of managerial experience.
4. Familiarity with networking/linkaging, financial management, program coordination, human resource management.
5. Demonstrated leadership skills.
6. Familiarity with education policy issues would be an advantage.
7. Committed to evangelization and the social responsibility of the Catholic Church.