Job Position: President & CEO
Reports to: Sauder Village Board of Trustees
Hours: Full Time, Salary

Primary Function

The President and CEO is responsible for providing the Sauder Village organization with vision and leadership in all areas of the Sauder Village Complex, Historic Village, Food Service, Lodging, Facilities and Grounds, Fund-Raising, and Financial Development. The President and CEO sets the tone for the entire organization and is responsible for providing an example that results in a well-functioning team that provides exceptional customer experiences and strong long term financial stability. The President & CEO will work closely with the Board of Trustees and the Core Leadership Team to effectively carry out the mission, vision, values, and goals of the organization.

Essential Functions (Responsibilities) include the following. Other duties may be assigned.

- **Planning**
  1. Provide the Sauder Village organization with vision that promotes growth and development and produces extraordinary customer service.
  2. Support the vision with a Strategic Plan that is reviewed and updated annually.
  3. Provide an annual operating plan that ensures fiscal sustainability and allocates resources appropriately.

- **Organization**
  1. Develop and maintain an organizational culture that attracts and retains effective people and encourages growth, flexibility, and exceptional performance.

- **Direction**
  1. Promote the Sauder Village Mission by setting an example of enthusiasm, solid values, and work ethic.
  2. Provide leadership, support, guidance, and motivation to a diverse team ensuring positive results.
  3. Play a lead role in cultivating and recognizing donors. Maintain emphasis on growing the donor base and increasing contributions to meet the needs of the organization.
  4. Connect and build relationships with staff, donors, community members and business partners.
  5. Maintain a solid relationship and open communication with the Board of Trustees.

- **Financial Management**
  1. Ensure good financial management by meeting budgeted results and reporting financial statements accurately and on a timely basis.

Skills, Requirements and Conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the above essential functions.

- Minimum of a bachelor’s degree in business, public administration or a related field of study, or a minimum of 10 years work experience in a related field.
- History and hospitality experience is beneficial.
- Experience in business/management of complex organizations is required.
- Strong leadership and management skills.
- Listens to understand and builds a connection to the Sauder Village community.
- Ability to build and maintain relationships with a diverse population.
- Ability to develop a positive presence and involvement in the community.
- Leads by example and models servant leadership.
- Drives change and take risks.
- Fund-raising experience and skills.
- Knowledge and understanding of operating both for-profit and nonprofit business.
- Ability to manage budgets and financial reporting.
- Strong writing, public speaking, and presentation skills.
- Able to support the Sauder Village mission, vision, values, and goals utilizing respect, unity, enrichment, and play.