

CEO Job Description

Flagship Enterprise Center

Anderson, IN

FLAGSHIP ENTERPRISE CENTER MISSION

The mission of the Flagship Enterprise Center (FEC) is to be a premier technology-based business center, creating, growing and attracting jobs, and contributing to the long-term economic development of the communities of Anderson, Madison County and the state of Indiana. The FEC will pursue its mission through the encouragement and nurturing of the entrepreneurial and business spirit by offering mentoring, business services, networking and educational opportunities, access to capital, and debt financing.

CEO Position Brief

The Chief Executive Officer (CEO) of Flagship Enterprise Center provides leadership to the organization and is responsible for making decisions that affect the entire organization and all of its operations. The CEO reports directly to the Board of Directors of the FEC. The CEO is expected to direct the FEC in a financially responsible manner, execute the FEC Strategic Plan as approved by the Board, build a highly competent and mission driven team, comply with local, state, and federal regulations, and pursue those opportunities consistent with its mission.

KEY RESPONSIBILITIES:

- 1). Guide development and cultivation of the Flagship culture of Servant Leadership.
- 2). Build and maintain an excellent relationship with the Board of Directors.
- 3). Create an environment that promotes team and morale.
- 4). Oversee FEC fiscal activity that includes budgeting, reporting, and auditing.
- 5). Continue to build a spirit of collaboration and support with our primary stakeholders, the city of Anderson and Anderson University, and with other communities and organizations within the region.
- 6). Assure that all legal, regulatory, and compliance documents are in accordance with local, state, and federal law.
- 7). Build strategic alliances and partnerships with organizations that are core to the FEC mission.
- 8). Oversee daily operations of the FEC.
- 9). Provide inspired leadership and mentorship to the FEC team.
- 10). Grow the FEC footprint and brand.

- 11). Engage in charitable, educational, and community enhancement initiatives consistent with FEC mission.
- 12). Oversee FEC real estate, Bankable, and programmatic initiatives to maximize efficiency, ROI, and impact.
- 13). Pursue funding opportunities from private, local, state, and federal sources.
- 14). Act as chief spokesperson for the FEC.
- 15). The CEO is the primary visionary for the FEC and must create (with board support) and communicate a compelling vision for the community and our sphere of influence.

Candidate Qualifications and Attributes Preferred:

- 1). Bachelors or Masters in a business related major.
- 2). Experience in building a strong team and achieving results.
- 3). Strong financial background with a working knowledge of P&L, balance sheets, cash flow management, budget preparations, and audits.
- 4). Experience leading a not for profit mission driven organization.
- 5). Ability to identify, understand, and pursue new opportunities.
- 6). Ability to inspire confidence and trust and build consensus among diverse stakeholders.
- 7). Comfortable giving presentations and speaking on behalf of the FEC
- 8). A collaborative management style.
- 9). Personal experience in starting, owning, &/or operating a successful business.
- 10). A working knowledge of governmental and regulatory compliance pertaining to business.
- 11). Knowledge of small business lending is preferred.
- 12). Experience in fund raising, particularly state and federal grant procurement.
- 12). Experience in business incubation, entrepreneurship, capitalization.
- 13). Must maintain a strong presence and ties to Anderson and Madison County, IN. Serving on local charitable, civic, and cultural organizations is expected.

- 14) CEO should possess excellent communication skills.
- 15) CEO should be a strategic thinker and problem solver. Demonstrated experience in addressing business and entrepreneurial issues locally, regionally, and in national forums is an advantage (i.e., National Business Incubator Association).
- 16) Software development project management experience is an advantage as the Bankable program relies on a custom -built software platform.
- 17) Experience working directly with local, state and federal agencies.
- 18) CEO must have the ability to strategically execute, to inspire, and to drive a bold vision for the impact and effectiveness of Flagship Enterprise Center.