



Ronald McDonald House® Central and Northern Arizona

JOB DESCRIPTION AND FUNCTIONS

President & Chief Executive Officer

Mission Statement: We provide essential services that remove barriers, strengthen families, and promote healing when children need healthcare.

PURPOSE AND SCOPE

The President & Chief Executive Officer (CEO) oversees a three-person management team at Ronald McDonald House® Central & Northern Arizona and is responsible for oversight of the day-to-day operations of the organization, exercising significant independent judgment and discretion in setting policies and procedures for the smooth operation of the non-profit.

The President & CEO will adhere to all Ronald McDonald House Central and Northern Arizona policies with absolute integrity. The President & CEO is responsible for implementing the mission of the Ronald McDonald House Central and Northern Arizona under the direction of the Board of Trustees.

ESSENTIAL QUALIFICATIONS

- The President & CEO will hold a bachelor's or master's degree in business, Law or Liberal Arts. In certain cases, work experience is an acceptable substitute for educational experience. Advanced certifications are desired, but not necessary.
- Minimum of 10 years of leadership experience.
- The President & CEO will be expected to have excellent skills and responsibilities in the areas of Management and Administration, Fiscal administration, Fundraising, Personnel, Board relations and Public Relations.
- The President & CEO must exhibit strong leadership skills and conduct themselves in a manner that always reflects positively on the organization.
- The President & CEO must be able to guide all areas of the organization and be able to make sound and rational decisions that conform to the organization's mission.
- The President & CEO will be a self-starter who is a goal-oriented and aggressive professional with strong drive and initiative.
- The President & CEO understands the importance of working with and on a team.

ESSENTIAL FUNCTIONS

Management and Administration

- Performs duties willingly with initiative; shares necessary information with employees, volunteers and Ronald McDonald House Central and Northern Arizona Board members.
- Develop and facilitate an active planning process, including assisting the Board of Trustees in the Strategic Planning Process.
- Develop organization goals and objectives consistent with the mission and vision of Ronald McDonald House Central and Northern Arizona.
- Develop and administer operational and personnel policies.
- Oversee all programs, services and activities to ensure that program objectives are attained.
- Build trust and credibility with the community to establish strategic relationships that benefit Ronald McDonald House Central and Northern Arizona.
- Embrace and advocate diversity in the areas of personnel, volunteers and the Board of Trustees.
- Build and maintain strong relationships with hospital administration and other social agencies to meet the needs of the families served.
- Ensure compliance with funding sources and regulatory requirements.

Fiscal Administration

- Exhibit transparency in all financial negotiations and transactions. Insist on transparency for all actions of the accounting department.
- Assist the Board Treasurer in understanding and conveying all accounting policies and with meetings of the Finance Committee.
- Assist in the yearly budgeting process by assisting each department with their expenditures, the Finance Committee with reviewing the submission to the Board of Trustees for approval.
- Assist in the selection of the auditor and with information furnished annually to the auditor to complete the audit and the 990 (tax return). Work with the Finance Committee and any explanations needed by the Board of Trustees in their approval of the audit and tax return.
- Provide for proper record-keeping and reporting.
- Review monthly financial statements and ensure they are presented to the Board Treasurer and Board of Trustees.
- Review and work with the Finance Committee, Board Treasurer, and investment advisors to assure that investments are invested in manner outlined in the Investment Policies of the organization.

Fundraising & Philanthropic Leadership

- Serve as the organization's chief philanthropic ambassador, personally engaging with top donors, foundations, and community partners to advance major gifts, capital campaigns, and planned giving priorities.
- Manage a personal portfolio of no fewer than **12 qualified major gift prospects** with capacity for **six-figure and above gifts**, in coordination with the Vice-President of Major Gifts. This

includes participating in identification, strategy development, cultivation, solicitation, and stewardship for each assigned donor.

- Collaborate closely with the Vice President of Major Gifts to ensure alignment between fundraising strategy, donor communications, and organizational goals.
- Cultivate and steward long-term relationships with high-net worth individuals, corporate leaders, and institutional funders; be able to articulate the mission with passion, credibility, and a deep understanding of donor motivation.
- Lead with authenticity – be able to ask for transformational gifts with confidence and humility, connection donors directly to the impact their generosity makes on families in crisis.
- Provide strategic leadership and support for signature fundraising events including the Gala and Golf Tournament, while ensuring these events remain aligned with broader philanthropic strategies.
- Understand and actively support all revenue streams – including annual giving, direct response, major gifts, planned giving, and special events – with a focus on sustainability and long-term growth.
- Ensure a culture of accountability, transparency, and donor stewardship throughout the organization, using data and relationship insights to support retention and advancement.
- Represent Ronald McDonald House Central and Northern Arizona at public events, in media, and within philanthropic networks to elevate the visibility and credibility of the mission.
- Embrace the organization's donor-funded model as central to its ability to provide essential services free of charge-ensuring every child facing a medical emergency has the people who love them most by their side.

Board Relations & Philanthropic Accountability

- Serve as the catalyst and champion for a Board culture rooted in philanthropy, where fundraising is seen as a shared leadership responsibility – not an optional add-on.
- Partner closely with the Board Chair and Committees to help ensure every member embraces their role as an active fundraiser, ambassador, and advocate for Ronald McDonald House Central and Northern Arizona.
- Reinforce that fundraising is as essential to the organization's success as governance and oversight – positioning the Board not just as stewards of policy, but as bold participants in sustaining and expanding the mission.
- Inspire the Board through storytelling, mission moments, and real-time donor impact reports that connect their leadership with the lives they help change.

Public Relations & External Visibility

- Serve as the chief public representative of Ronald McDonald House Central and Northern Arizona – conveying the mission with authenticity, empathy, and credibility to donors, community leaders, media outlets, healthcare partners, and the public.
- Be a visible and vocal advocate for the organization across Central and Northern Arizona, building trust through consistent presence at donor functions, civic events, hospital partner briefings, and community forums.

- Partner with Vice President of Marketing and Communications to shape and execute a proactive communications strategy that amplifies Ronald McDonald House Central and Northern Arizona's impact, protects its reputation, and engages new audiences.
- Use story telling as a strategic tool – drawing on real family experiences to humanize the mission and connect with hearts, not just headlines.
- Be media ready: represent Ronald McDonald House Central and Northern Arizona in interviews, op-eds, and public statements, and respond swiftly and effectively to both opportunities and reputational challenges.
- Build strong collaborative relationships with key media partners, public officials, healthcare executives, and philanthropic influences – establishing Ronald McDonald House Central and Northern Arizona as a trusted, mission-driven leader in pediatric support and family care.
- Ensure public messaging is always aligned with fundraising goals, brand values, and the emotional integrity of the families we serve.

Personnel

- Treats employees, volunteers, House guests and public in a polite, courteous, and respectful manner.
- Administers board-approved personnel policies.
- Ensures proper and legal hiring and termination procedures
- Oversees all hiring and any disciplinary actions.
- Provides for adequate supervision and evaluation of all staff and volunteers.

Disclaimer – Other Duties:

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the President and CEO position. While it is intended to be an accurate reflection of the current position, the Board of Directors reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or technological developments).

PHYSICAL DEMANDS

1. Sits at desk 30-40% of the day
2. Near visual acuity is essential for reading
3. Speaking and hearing essential for communication
4. Ability to travel between facilities and for any other business of RMH

REPORTING RESPONSIBILITY

The President and CEO reports to the Board Chair and the Board of Trustees at Ronald McDonald House Central & Northern Arizona and is evaluated at least annually. This role supports the overall goals, efforts and mission of the organization working in partnership with the Senior Vice President and Chief Operations Officer, Vice President Major Gifts, Vice President Marketing and Communications, and the Board of Trustees.

COMPENSATION

This is a full-time, exempt position. The President and CEO may be required to work evenings and/or weekends when special projects or events are planned. Pay rate is commensurate with experience. In addition, this position is eligible for medical, dental, 401k, PTO benefits, and a bonus at year-end.

HOW TO APPLY

Ronald McDonald House Board Member Carrie Ryerson is Chairing the Search Committee for this role. Interested applicants may apply by emailing a cover letter and resume to legal@shamrockfoods.com.