



## Job Description

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**Job Title:** CEO, i-GATE  
**Reports To:** Board of Directors  
**FLSA Status:** Exempt / Full Time  
**Prepared By:** Bryan Gillette  
**Prepared:** July 2012

### **Scope:**

i-GATE, Innovation for Green Advanced Transportation Excellence, is a regional public-private partnership designed to support small businesses and maximize the economic potential of green transportation and clean-energy technologies.

i-GATE programs provide collaboration opportunities, entrepreneurial education and assistance, an Academic Alliance, and a business incubator for the development of high-growth green businesses.

i-GATE partnership enables the full spectrum of regional collaboration for "green" transportation and clean energy technologies.

The CEO will be responsible for providing leadership to carry iGate's vision and mission, as determined by the board; leading fundraising efforts and managing major donor relationships; establishing organizational objectives and priorities; and with the chair's direction, enabling the Board to fulfill its governance function.

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### **Essential Duties and Responsibilities:**

The following duties are required to be performed by the employee, but are not limited to these as other duties may be assigned.

#### **Board of Directors**

- Accepts the authority and responsibility designated by the Board of Directors of both the Development Corporation and the Nest Corporation to make or carry out all necessary decisions and required actions that ensure the efficient organization and management of the agency and to fulfill the mission and vision established by the Board of Directors.
- Recommends strategic direction for the organization and implements policies, procedures, and programs for Board review and action.
- Is available to participate in all meetings of the Board of Directors and its committees.
- Designs the agency's organizational structure; recommends to the Board of Directors organizational changes and implements approved changes.
- Oversees the timely preparation of internal reports to the Board to facilitate governance.

#### **Development**

- Responsible for raising funds to support operations and all projects.
- Cultivates and nurtures existing relationships with funding agencies and donors and develops relationships with new funding agencies/donors.
- Represents iGate and serves as its primary spokesperson at external events.
- Oversees the timely preparation of applications and reports to funding sources in accordance with the strategic plan.

#### **General Management**

- Leads in the development and implementation of strategic planning for iGate.
- Oversees coordination of all administrative and operational matters.
- Ensures compliance with all policies and procedures and applicable federal/state laws/regulations and safeguards agency assets.
- Oversees the preparation of reports on finances, staffing, operations, and programs.

- Manages the implementation of contracts and assures compliance and performance.

### **Finance Management**

- Ensures the operation within budget approved by the Board of Directors and proposes adjustment when necessary.
- Supports the CFO in producing the annual budget.
- Oversees interviewing, hiring, training and management of all employees.

### **Desired Skills & Experience**

- Bachelor degree required; master's degree preferred.
- At least 15 years of senior management experience preferably in startup organizations
- Demonstrated ability to work with local and state municipalities or government environment.
- Demonstrated success in fundraising.
- Ability to communicate effectively with donors, staff, and partners and with large groups, the public, and media
- Knowledgeable about regulatory requirements for a non-profit corporation.
- High-level nonprofit, senior management experience at the Executive Director/CEO level within an organization of similar size and complexity.
- Demonstrated leadership skills in directing organization-wide activities including setting objectives, developing strategies, budgeting, developing policies and procedures, and organizing the functions necessary to accomplish the activities.