CHIEF EXECUTIVE OFFICER OF LOYOLA LIMITED

Reports to: Program Coordinators, Executive Team
Works closely with: Executive Team, ASPIRE Coordinator, Program Coordinators, Loyola Limited Business Admin Teams
Direct reports: Loyola Limited Executive team, ASPIRE Coordinator (Loyola Limited staff are all indirect reports)
Compensation & Work: $13.00 p/hour, bi-weekly pay | roughly 15 hours a week (maximum of 19.5 hours a week and 39 in the summer)

Job Description:
The CEO is the leader of the executive team and the face of Loyola Limited. The principal responsibilities of the CEO are to grow and maintain success of the enterprise, pursue the enterprise's vision, serve its team members, and live out the company's mission and values. This will be accomplished by managing daily operations and planning future steps for Loyola Limited.

Primary Duties:

- Acts as liaison between the Loyola Limited Executive Team, Loyola Limited Program Coordinators, and the Council of Advisors to create and execute short and long-term strategy
- Manage and oversee Loyola Limited Business Presidents, ASPIRE Program Coordinator, and C-Suite staff
    - Attend weekly meetings, oversee project creation and execution, and hold all staff members accountable for upholding both the code of conduct and business goals /objectives
    - Formally record lessons learned / professional during each weekly meeting across executive team
- Be principally accountable for the successes or failures of the finances for each business in the Loyola Limited portfolio and report quarterly to stakeholders
    - Take on financial tasks, including but limited to: financial projections, analysis, and daily financial needs
- Provide strategic direction and analysis of all departments within each business, pushing for data-driven growth
    - Develop monthly financial reports across Loyola Limited
- Measure the success and/or failures of LL-wide marketing, operational, and financial work
- Coordinate meetings between the Loyola Limited Executive Team, Loyola Limited Assistant Directors, Council of Advisors and University stakeholders
- Analyze, prepare for, organize, and lead Quarterly Capital Planning and Council of Advisors presentations
- Maintain and grow relationships with Loyola University Chicago departments and other Student-Run Business Programs
- Coordinate annual Student-Run Business Conference efforts
- Develop new university and community partnerships
- Collaborate on and review all business plan proposals

- Must be able to step into ALL positions across all businesses if needed
    - Develop comprehensive knowledge of all business operations including, but not limited to: finance, marketing, daily operations, and daily staff needs
- It is required that all Loyola Limited staff members document all new processes created to bolster longevity efforts at the enterprise

Qualifications:

- Entrepreneurial interest and spirit
- Exceptional interpersonal communication skills, both written and verbal
- Knowledge of business strategy, leadership and management techniques
- In-depth knowledge of finance, accounting, operations, marketing, human resources and information systems
- Possess innovative, critical thinking, problem-solving, and analytical skills
- Ability to efficiently manage multiple tasks and contribute in a fast-paced, team-oriented environment
- Proficiency in MS Office Suite and other analysis and presentation channels
- Extensive knowledge of each business OR previous employment within Loyola Limited

**** Note: Please email the following documents to Ashley Kennedy, Chief Executive Officer via LoyolaLimitedCEO@luc.edu:**

- **Your resume**
- **Loyola Limited application**
- **A cover letter explaining why you believe you might be a good fit for the position you are applying and why you are interested in working (or continuing working) for Loyola Limited - what can *we* offer *you*? Please also include your availability for the summer 2019.**
- **Your class schedule for the current or upcoming semester**

Thank you for your interest!