



POSITION DESCRIPTION

POSITION: Executive Director

SUPERVISOR: Governing Board

STATUS: Exempt

REQUIREMENT: Submit a letter of introduction, which is to include the reasons for your interest in the position, along with a resume detailing experience and education by June 8, 2018.

The cover letter and resume can be emailed to Gary Obloy at gobloy@cacbelmont.org

GENERAL RESPONSIBILITIES: The Executive Director shall be the chief administrative professional for the Community Action Commission of Belmont County with responsibilities for the general and specific direction of the organization, including, but not limited to financial resources, oversight of fiscal operations, personnel management, advocacy on behalf of the organization and its' constituencies and community relations.

SPECIFIC DUTIES:

- Exhibiting enthusiasm and commitment to the mission of Community Action.
- Engaging with the community and staff to create an awareness of the mission of the Community Action Commission of Belmont County.
- Engaging in the development and recommendation of policies and programs consistent with the mission of the organization.
- Executing all policies and programs adopted by the Governing Board.
- Engaging in developmental activities aimed at the growth and expansion of the Community Action Commission.
- Relaying the accomplishments, issues, problems, and developmental activities of staff to the Governing Board.
- Communicating the policies, programs and priorities of the organization to the media, at public events and to local coalitions.
- Providing oversight of financial operations including regular communication with the organization's fiscal staff.
- Responsible for the recruitment and selection of Administrative Management positions, and with supervisory delegation, adherence to the Personnel Policies and Procedures established by the Governing Board.

- Responsible for the execution of contracts (including those delegated to staff), between the Community Action Commission and other entities, including but not necessarily limited to grant agreements, service contracts, and collective bargaining.
- Advocating issues of concern to the organization and its' constituencies before public, political and private entities that can have an impact on said issues.
- Participate as needed in local, state, regional and national organizations representing advocating for the Community Action movement.
- Coordinating, engaging and interacting with local, state and federal agencies and offices.
- Developing and refining all organizational systems, policies and ethical values of the Community Action Commission of Belmont County.
- Performing other duties as assigned by the Governing Board.

QUALIFICATIONS

The Community Action Commission of Belmont County is a private, nonprofit corporation that provides programs, services, and advocacy for county residents. CAC was founded in May 1965 as a local response to President Lyndon Johnson's War on Poverty. The Agency's mission is to combat poverty and its causes. Programs are designed to promote self-sufficiency and to help low income individuals and families achieve their desired goals. Relative to the organization's mission and purpose, the following qualification and attributes are essential:

Minimum of a Bachelor's Degree, Master's Degree preferred. Demonstrated experience management and administration, preferably in the non-profit field.

The Executive Director must be an effective administrator with the abilities to make and execute decisions, delegate responsibilities to appropriate staff, co-opt staff, and direct the resources of the organization to achieve maximum results.

The Executive Director must possess excellent verbal and written communication skills, interpersonal skills suited to interactions with varied groups, and visionary leadership needed to motivate others to create change for the better.

The Executive Director must understand matters of fiscal accountability including but not necessarily limited to cost allocations, grant rules and regulations and their applicability and the responsibilities associated with agency resources.

The salary is negotiable based on experience and education.