



BRIDGES Community Action Partnership
232 N. Main Street, Suite G • Marysville, Ohio 43040
Telephone: (937) 642-4986 • Fax: (937) 642-1925



Executive Director
BRIDGES Community Action Partnership
Salary: \$70,000 – \$90,000; Exempt
Deadline to Apply: August 9th, 2019

Duties & Responsibilities

The Executive Director is accountable to the Governing Board for all performance outcomes of Bridges Community Action. The Executive Director is responsible for the administration, planning and coordination of the agencies functions and operations in accordance with the currently defined mission statement and the policy decisions of the Governing Board.

- Operationally responsible for the programmatic and fiscal management of all contractual obligations.
- Meets with the Board of Trustees and its subsequent committees on a regular basis to keep them informed of the status of program operations and proposed operational or procedural changes and to seek their approval on all policy changes and action plan proposals.
- Provides the Board of Trustees with information on existing public and private agencies, services, and funding sources concerned with the problems of poverty in order to determine strategies and methods of mobilization of public and private resources for support of community action efforts.
- Develops and maintains a close working relationship with federal, state, and local public officials and public and private agencies and community organizations for the purpose of providing information concerning local anti-poverty programs and issues, and to assure maximum coordination of efforts.
- In conjunction with the Board of Trustees, assures that the Organization's programs are evaluated on a regular basis and that appropriate action is taken to ensure compliance with all policies and standards of the Organization and the appropriate funding sources.
- Responsible for establishing and assuring the personnel standards and procedures are analyzed and revised periodically, applied equitably to all employees, and that the Organization has an established affirmative action plan to meet federal and state equal opportunity standards.

Qualifications

- Possession of a Bachelor's Degree in Public Administration, Business, Social Service, Education or related field. A master's degree is preferred.
- Five years of appropriate administrative experience, including supervision service.
- Experience working with social, cultural, business, and political areas of semi-urban/rural areas.
- Community Action experience is preferred.
- Grantsmanship experience.
- Acceptable for fidelity bonding.
- Possess above average written and oral communication and computer skills.
- Concern and commitment to the human services needs of the disadvantaged.



BRIDGES Community Action Partnership
232 N. Main Street, Suite G • Marysville, Ohio 43040
Telephone: (937) 642-4986 • Fax: (937) 642-1925



Benefits

- Salary based on experience
- Medical, Vision, and Dental Insurance
- Life Insurance provided by the agency
- 403B Plan – after 1 year of employment
- 13 paid holidays
- Sick, vacation, and personal days

Please submit Cover Letter, Resume, and 5 Professional References to:

Alexis Tilson, HR Manager
atilson@bridgescap.org

or

Bridges Community Action Partnership
Attn: Human Resources
232 N. Main Street
Suite G
Marysville, Ohio 43040