



Executive Director

Northwestern Ohio Community Action Commission (NOCAC) is seeking a chief administrator to lead the agency in its mission to alleviate the causes and conditions of poverty in Defiance, Fulton, Henry, Paulding, Van Wert and Williams County's. NOCAC is part of a network of over 1,000 local, private nonprofit agencies nationwide with an annual budget of \$10 million.

The Executive Director is responsible for providing leadership, direction and administrative expertise in order to promote organizational effectiveness of the agency's mission, policies, goals, and objectives in the areas of finance, personnel, programs, and community relations while ensuring compliance with applicable local, state, and federal standards. This position works under administrative and functional supervision of the Board of Trustees, who provide general oversight and instruction.

The ideal candidate will have familiarity with Northwest Ohio as well as a history within the Community Action Network or other established nonprofit organization. Candidates must have a strong desire to advocate and fight for low income persons, and foster strong relationships with stakeholders, partners, funders, state departments, and elected officials.

Minimum Requirements:

- Bachelor's degree in organizational management, business, social services or related field.
- Minimum of six (6) years of high-level management experience within a social service non-profit, private, or government agency that included financial, personnel, and grants management as well as compliance with policies, procedures, rules, regulations and applicable laws.
- Minimum of three (3) years' experience supervising a major department, division, agency, or equivalent combination of education, training, and experience.
- Knowledge of nonprofit operations, policies, procedures, funding sources, state and federal regulations, and employee development methods.
- Highly skilled in communications and public relations with the ability to maintain and develop strong relationships throughout the community and network.
- Strong analytical and problem-solving skills and the ability to apply management principles to practical situations, identify complications and recommend viable solutions.

Interested candidates should submit their resume and cover letter no later than September 9, 2020, to hkeween@nocac.org.