



Union-Snyder
COMMUNITY ACTION
AGENCY

Job Title	Immediate Supervisor	Salary Range
Executive Director	Joinder Board of Union-Snyder Counties	Executive Director

Job Summary:

The Executive Director is responsible for the overall administration of Union-Snyder Community Action (CAA) with the goal of efficiently and effectively meeting CAA's mission and insuring its future. The Executive Director provides leadership, vision, and direction for CAA. The Director manages and directs CAA's strategy, programs and operations, and represents CAA in the community.

Responsibilities & Duties:

Management & Administration

1. Facilitate an active strategic planning process including organizational goals and objectives consistent with CAA's mission and vision
2. Administer sound operational policies
3. Oversee the development, implementation, and evaluation of programs and services
4. Compare outcomes to objectives and costs, take appropriate measures to improve results
5. Ensure compliance with applicable local, state, and federal regulations and funding requirements
6. Maintain an effective communication system through CAA and the community
7. Present reports on operating and fiscal data to the Board
8. Implement and oversee a system of agency-wide results-oriented management and accountability (ROMA) designed to measure the effectiveness of internal processes

Fiscal Management & Fund Development

9. Oversee the adequacy and soundness of the organization's financial structure
10. Work with staff to plan, implement, and manage realistic budgets, control expenses, monitor income, and provide accurate fiscal records and reports
11. Analyze and implement financially viable business opportunities
12. Oversee grant application and fundraising efforts
13. Provide final approval of grant budgets
14. Personally cultivate and solicit support for CAA programs and services

Personnel Management

15. Manage a staffing structure that supports the cost-efficient service delivery and accomplishment of major goals of the strategic plan
16. Establish and monitor specific work assignments, goals, and standards to be achieved by the staff
17. Engage and motivate staff and volunteers utilizing a strengths-based and team approach
18. Promote staff development and manage the staff performance review process
19. Ensure legal hiring, disciplinary, and termination procedures, and proper application of the Personnel Policy

Community Relations & Advocacy

20. Serve as CAA's primary spokesperson; promote and advocate CAA's mission and values
21. Build positive relationships with partner organizations, policymakers, legislative bodies, media, and others
22. Facilitate marketing and public relations plans to promote CAA throughout the community
23. Represent CAA by participating in key associations and organizations, serving on committees and advisory groups, state associations, and speaking in public settings

Other Responsibilities:

24. Uphold CAA confidentiality policies and Code of Ethics
25. Resolve conflicts and concerns in accordance with the Employee Relations section of the Personnel Policies

Qualifications & Skills Required

- Bachelor's degree in Business, Management, Operations, Social Work, or related discipline required.
- At least ten years of management or supervision experience required.
- Proven strong logic, analytical and budget management skills.
- Ability to work independently and use executive level judgment in decision making, including setting, and managing priorities and meeting competing deadlines with limited supervision.
- Excellent analytical, verbal, and written communication skills, including rapport, poise, and presence with executive leadership and all levels of staff as well as community members.
- Prior leadership skills demonstrated and able to get results.
- Excellent negotiation, conflict management, and customer service skills.
- A customer friendly and responsive attitude for internal and external parties.
- Strong computer skills with high proficiency in utilizing the internet, spreadsheets, and databases.
- Highly proficient with Microsoft Office Suite (Word, Excel, Powerpoint, etc.) as well as utilizing cloud-based software, services, and applications.