



POSITION: EXECUTIVE DIRECTOR
PROGRAM: ADMINISTRATION
REPORTS TO: Board Chair
RANGE: \$11,996/monthly - \$16,655/monthly approx.
STATUS: FULL-TIME
APPLY BY: October 31, 2017

POSITION SUMMARY

This recruitment is being held to fill the vacancy of Executive Director, for the Community Action Partnership of Orange County. The Executive Director is under the policy direction of the Board Directors and has full responsibility and authority for the operation of the Agency. Community Action Partnership of Orange County is the Community Action Agency for Orange County. It is a private non-profit corporation, designated by the Orange County Board of Supervisors as the official anti-poverty agency of Orange County. The current operating budget is 20 million dollars.

DUTIES & RESPONSIBILITIES

1. Plan, organize, and direct the operations of major programs through subordinate supervisors; formulate policy, develop and design program objectives, procedures and evaluation techniques; prepare clear, concise and effective reports for the Board of Directors; communicate effectively with the public, prepare, negotiate and administer contracts; define problem areas, develop alternatives, plan and initiate action to implement decisions. Also, ability to do a considerable amount of travel and public speaking is required.
2. Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations and national presence.
3. Ensure ongoing local programmatic and community outreach excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
4. Actively engage and energize employees, volunteers, board members, event committees, alumni, partnering organizations, and funders.
5. Lead, coach, develop, and retain CAPOC's high-performance senior management team.
6. Ensure the agency is operating all administration functions such as human resources, accounting, and information technology in accordance with local, state and federal laws.
7. Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
8. Contract preparation, negotiation and administration and the development of procedures to assure compliance and conformity with terms of the contract; State Laws and Regulations governing the Operation of a non-profit organization or a Community Action Agency.
9. Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.
10. Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt.
11. Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.

12. Use external presence and relationships to garner new opportunities.
13. Design the national expansion and complete the strategic business planning process for the program expansion into new markets.
14. Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders at each expansion site.

MINIMUM QUALIFICATIONS
Applicant must have the ability to:

The Executive Director will be thoroughly committed to CAPOC's mission. All candidates should have proven leadership, coaching, and relationship management experience. Specific requirements include:

- Track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellences in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Execute principals of management and analysis of organizational design necessary to define functional responsibilities and determine staff and equipment needs; principles and practices of fiscal management and budget administration necessary to determine budget systems; principles and practices of personnel administration including selection, training, evaluating and supervising subordinates.

EXPERIENCE & EDUCATION

Bachelor's degree preferably in Business Administration or comparable field with 15 years of senior management experience; or advanced degree preferably an MBA or comparable field with at least 10 years of senior management experience.

APPLICATION PROCEDURES

Apply at Community Action Partnership of Orange County, 11870 Monarch Street, Garden Grove, CA 92841. Applications may also be obtained by calling (714) 897-6670 ext. 3100 or e-mail request at hr@capoc.org or visit www.capoc.org to download. Applications must be filed no later than 5:00 p.m. on the closing date. Facsimile (Fax) copies at (714) 894-5404.

MEDICAL EXAMINATION AND BACKGROUND CHECK

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination and background check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

BASIC EMPLOYMENT BENEFITS

Community Action Partnership of Orange County offers extensive benefits to its regular full-time employees including:

- ❖ **HOLIDAY** – 12 paid holidays per year.
- ❖ **VACATION** - Employees accumulate up to 12 days per year to a maximum of 20 days after 10 years of employment.
- ❖ **SICK LEAVE** – Employees accumulate up to 12 days per year.
- ❖ **HEALTH PLAN** – Community Action Partnership of Orange County pays the employee's premium for medical and dental insurance.
- ❖ **LIFE INSURANCE** – Community Action Partnership of Orange County pays life insurance up to a maximum of \$15,000. Employee may purchase supplemental insurance at a low cost.
- ❖ **TAX SHELTER ANNUITY** – Community Action Partnership of Orange County pays 6% gross salary to a tax shelter annuity. Employees may contribute additional amounts on a tax-deferred basis.
- ❖ **EDUCATION REIMBURSEMENT** – Job related education and training.
- ❖ **CREDIT UNION PARTICIPATION**

Updated: 9/15/17 Posted: 9/28/17
File: Executive Director

*Community Action Partnership of Orange County
11870 Monarch Street
Garden Grove, CA 92841*

SUPPLEMENTAL INFORMATION FORM

This supplemental form is designed to help you present your qualification in terms relative to the requirements for the position. Please provide concise, descriptive and detailed information for each requested item. Resumes will not be accepted in lieu of the information requested on this form.

NOTE: It is preferred that your response be typewritten on 8 ½ x 11' paper and attached to your resume.

If you have no comments on the following, write "None" for the appropriate item.

REQUESTED INFORMATION

1. Describe your management/supervisor experience as it applies to directing the performance, supervision, training, and evaluation of subordinates. Include the number and level of people directly responsible to you, your job title, length of assignment, and effectiveness of your work.
2. Describe any specific experience you have had working in or with non-profit or Community Action Agencies. Include your role, the amount of public/private interaction involved, and any experience working with a Board of Directors. Also, include your experience implementing new or innovative programs.
3. Describe any education training or experience you have had in contract negotiation, preparation and administration. Include the kinds of contracts, the amount of money involved, the level of your responsibility, and those with whom you dealt.
4. Describe your fundraising capabilities and experience with achieving progressive fundraising goals in the areas of major gifts and planned giving.

NAME: _____

DATE: _____