

POSITION DESCRIPTION

- POSITION TITLE:** Executive Director/ CEO
- DEPARTMENT:** Administration
- SUPERVISOR:** CLMCAA Board of Directors
- SUPERVISES:** Deputy Executive Director, Finance Director
- POLICY LIAISON:** To the CLMCAA BOD Planning & Evaluation and Development and Ex-Officio to the Personnel and Budget & Finance Committees

POSTED OPEN UNTIL FILLED

POSITION SUMMARY:

Under the governance direction of the Chippewa Luce Mackinac Community Action Agency Board of Directors (CLMCAA BOD) and any authority delegated to the Executive Committee by the CLMCAA-BOD, the Executive Director/CEO is responsible for the oversight of agency planning, administration, programming and fiscal operations of a private, non-profit Community Action Agency which has a mission of promoting self-sufficiency. The Executive Director/CEO serves as policy liaison to the CLMCAA BOD Planning & Evaluation and Development Committees and as Ex-Officio to the Personnel and Finance Committees. The Executive Director must possess a commitment to the philosophy and purposes of Community Action and will serve as the primary spokesperson for the Agency, mobilizing public and private resources and providing community leadership.

ESSENTIAL DUTIES

Responsible for leadership and direction over all administrative, programmatic, personnel, and all operations facilitating the Agency's mission. Administrative oversight over operations of an agency team member base of over 200 and ensure compliance with all applicable laws and regulations. Under direction of Chippewa Luce Mackinac Community Action Agency Board of Directors (CLMCAA BOD), oversees administration of organizational goals and strategies; review and evaluate program plans and outcomes. Ensures the CLMCAA BOD has access to information necessary to perform their role of governance and policy level oversight; informing them of matters requiring board action; supervises the Deputy Executive Director over operations and directs the Finance Director with advancing reports from auditors and program monitors; and alerts the CLMCAA BOD of any federal and state regulation and policy issues. Ensure adequate Board development opportunities to build board leadership and assists in communications between the Board, Federal and State agencies and the Community.

Oversees development and administration of standards and procedures related to personnel, including staff recruitment, development, budget, and physical facilities. Drafts and seeks approval for organizational charts, updated policies, wage scales, annual evaluations of staff and leadership of a diverse work force and ensuring hiring regulations of departments are met.

Chippewa-Luce-Mackinac Community Action Agency

Facilitates in the development, maintenance, and support of a strong CLMCAA BOD; serves as ex-officio member of each committee with specific duties in assisting the CLMCAA BOD Planning & Evaluation and Development Committees and seeks and builds board involvement with strategic direction of local operations.

Analyzes, contributes to and oversees preparation of budgets to control costs and allocate funds in accordance with Agency mission and sound fiscal policy.

Oversees the collection and maintenance of necessary documentation in compliance with requirements and internal controls for audit purposes.

Furnish staff support, as directed, by the CLMCAA BOD. Prepare the agenda in cooperation with the Chairperson and ensure meeting notices are issued for all CLMCAA BOD meetings. Ensure support is provided to CLMCAA BOD Committees and policy advisory committees as directed.

Provides leadership to the Deputy Executive Director and all directors to ensure adequate community involvement in Advisory Councils which elect members to the Board.

Serves as a leader in CLM communities to build partnerships and initiate community strategies to deal with poverty problems. The work of community action is to facilitate the investment of the broader community to improve the system for lower income citizens.

The Executive Director ensures professional internal and external communications for the Community Action Agency in the community, with statewide organizations; with the media, and with community leaders and funders as necessary. Oversees public relations both directly and indirectly to ensure agency mission directives are carried out, promote agency reputation, social marketing and community education and the ability to build collaborative community relationships.

Oversees participation of target community groups in the planning and evaluation of programs. Assists in the development of long and short-term planning and for the evaluation and improvement of all programs, activities and services. Ensures ongoing programmatic excellence, rigorous program evaluation and a consistently high quality in financial and administrative performances, fundraising, and communications; recommends timelines and resources needed to achieve strategic goals.

Promotes and builds positive and appreciative relations with Agency volunteers, board members, event committees, partnering organizations, and potential funders. Seeks out and expands upon local revenue generating and fundraising activities to support existing programs and operations.

Oversees and exercises leadership, coaches, develops, and retains Agency high-performance of senior management team members.

Deepens and refines all aspects of internal and external communications with the goals of increased visibility, accountability, and advocacy.

ADDITIONAL RESPONSIBILITIES:

- Local and out of area travel required
- Flexible working hours on an occasional basis.
- Ability to complete complex paperwork and multi-task.

PHYSICAL REQUIREMENTS:

Position sedentary with primarily sitting/lifting of maximum of 40 pounds. Physical factors include constant sitting; frequent use of hearing, midrange vision, and typing and occasional standing, walking, carrying/lifting, stooping, kneeling, reaching, manual handling, use of smell, near/far vision and bending. Working conditions include occasional exposure to noise. Potential hazards include constant computer use; frequent equipment use and occasional exposure to moving mechanical parts, electric shock, and client contact.

QUALIFICATIONS:

Minimum educational requirement is a Bachelor's Degree in a relevant field with preference afforded to advanced professional training and/or credentials for working with similar service populations of the CLMCAA. At least 10 years senior management experience, effective and positive track record, leading and scaling a performance and outcomes based organization and staff; training and experience with Federal/State regulations and/or program specific guidelines. Must have reliable transportation and a valid Michigan driver's license; must pass criminal background check.

Must be able to establish and maintain effective working relationships with co-workers, supervisors and the general public. Must maintain confidentiality. Will be required to pass criminal history check. Must have reliable transportation and a valid Michigan driver's license; must pass criminal background check.

Unwavering commitment to quality programming and data-driven program evaluation. Excellence in organizational management with the ability to coach staff, manage and develop high performance teams, set and achieve strategic objectives, and manage a budget. Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.

Strong written, verbal, and computational skills. Passion, idealism, integrity, positive attitude, mission-driven, and self-directed. Knowledge of principles and processes involved in business and organizational planning, coordination, and execution, including strategic planning, resource allocation, manpower modeling, and leadership techniques. Knowledge of economic and accounting principles and practices and the analysis and reporting of financial data. Knowledge of policies and practices involved in personnel and human resource functions. This includes recruitment, selection, training, and promotion regulations/policies and procedures; compensation and benefits packages, and personnel information systems.

Additional related duties as assigned by the CLMCAA BOD.

CONTACT:

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