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## EMPLOYMENT OPPORTUNITY

OlyCAP is a private nonprofit Community Action Agency serving as a catalyst for positive change in our community. We are dedicated to improving the lives of low-income and disadvantaged people. OlyCAP has been serving Jefferson and Clallam Counties in Washington State since 1966. For more agency information, visit [Olycap.org](http://Olycap.org)

**Position:** Executive Director

**Reports To:** Board of Directors

**Supervises:** Finance Director; Community Services Director; Early Childhood Services Director

**Status:** Full Time Exempt

### POSITION SUMMARY

The Chief Executive Director is responsible to oversee all the agency operations in Jefferson and Clallam counties in Washington State.

- Specifically ensures financial stability and growth of the organization
- The voice of the agency in the community as well as with regulatory agencies and media
- Develops and implements strategies to increase revenue from foundations, government agencies and private donors
- Very adept at leading fund raising activities
- Has intimate knowledge of funding and budgeting requirements for non-profit organizations
- Ensures seamless program delivery and integrity
- Ensures program compliance in accordance with agency, local, state and federal policies, rules and laws
- Develops a strong, open and transparent working relationship with the Board of Directors
- Provides strong leadership and direction for the entire organization

## **QUALIFICATIONS**

- MBA or MPA preferred; minimum BA, BS, or equivalent
- 10 years of professional business experience, preferably in a nonprofit environment
- 5 years of management experience with multi-function supervision responsibility
- Excellent communication skills and experience with presentations to the Board as well as in public and private forums
- Successful experience hiring, developing and retaining staff
- Strong fund raising skill set
- Ability to build relationships both in the community and within the organization
- Critical thinking skills; the ability to formulate and implement a fiscally sound budget

**EOE**

**FOR SERIOUS CONSIDERATION, PLEASE SEND LETTER OF INTENT AND RESUME TO:  
PO BOX 1002  
PORT HADLOCK, WA 98339**

**OR VIA ELECTRONICALLY TO:  
[CHIC73@WILDBLUE.NET](mailto:CHIC73@WILDBLUE.NET)**

**NO PHONE INQUIRIES ACCEPTED**