

Executive Director

Tri County Community Action (TCCA) is seeking an Executive Director with a proven history in organizational management and a deep passion for our anti-poverty mission and a desire to create social change. The competencies and skills needed to continue to grow this outstanding agency serving low-income families, individuals, and communities through a continuum of programs and resources to meet our mission - to create and maximize the resources necessary to achieve self-sufficiency are listed below.

- **Serve as the Chief Executive officer for the agency.**
- **Assist the governing board in establishing policy and planning and is accountable for the achievement of the organization's business objectives and goals.**
- **Recruit, hire, supervise, train, motivate and discipline all principal staff in relation to program goals and policies established by the governing board.**
- **Supervise the operations of the agency including personnel and fiscal departments and oversees budget administration and management.**
- **Provide administrative support, information and counsel to the governing board to ensure effective functioning of the board and its committees.**
- **Identify strategies to obtain resources to support the organization's operations and assist the governing board with fundraising.**
- **Promote the organization and its mission through public and community relations, outreach and involvement.**
- **Ensure the preparation of an annual report that addresses the agency's programmatic and fiscal posture for the year reporting.**
- **Direct the development of all program activities for the agency.**
- **Serve as the Assistant Secretary/Treasurer of the Tri-County Housing Development Corporation (TCHDC) pursuant to the wishes of the TCHDC and the TCHDC by-laws.**

Education: Master's degree (M.A.) or equivalent, or four to ten years related experience and/or training; or equivalent combination of education and experience.

Other Qualifications: Act 33/34 clearances

**Please submit Cover Letter, Resume and Salary Requirements to:
Scott Johnson, President**

**Tri County Community Action
1514 Derry Street
Harrisburg, Pennsylvania 17104
or via e-mail: sjohnson@cactricounty.org**

Community Action Commission, now doing business as Tri County Community Action (TCCA), is a multi-faceted Community Action agency located in Harrisburg, PA and serving Cumberland, Dauphin, and Perry Counties in southcentral Pennsylvania. TCCA has a 49-year history of commitment, innovation, and excellence in helping people achieve economic stability as part of America's 'Poverty Fighting Network'.