



## **MCAP EMPLOYMENT OPPORTUNITY**

### **Executive Director**

The Maryland Community Action Partnership, Inc. (MCAP), currently is seeking an experienced Executive Director to lead the organization and facilitate the coordinated effort of association member agencies toward the mission of reducing poverty and promoting self-sufficiency in Maryland, Delaware, and the District of Columbia. The Executive Director will oversee the training, technical assistance, and communications support provided through MCAP to the member agencies and provide logistical support for MCAP Board of Directors meetings. He/she will work with the MCAP Board to increase the effectiveness and visibility of Community Action and other programs and serve as a representative and advocate with various funding sources, regulatory bodies, elected officials, community partners, the media, and the general public. The Executive Director will work from the Annapolis office; supervise volunteers, contractors, and a small staff; manage the day-to-day business of MCAP, including personnel, fiscal, and organizational issues; assure progress toward meeting MCAP's strategic plan; and, report to member agencies on relevant legislative and regulatory issues.

The successful candidate will possess a Master's degree in Social Work, Public Administration, Business Administration or related field. A minimum of five (5) years of experience in senior administrative or program management is required (preferably in a nonprofit organization). Experience in Community Action is a plus. Other experience requirements include nonprofit administration; grant-writing; grant management; fundraising, effective working relationships at the federal, state, regional, and local level; excellent written, verbal, and technology-driven communication and presentation skills; public speaking; and effective team-based leadership. Must pass a criminal background and other integrity checks and have a valid driver's license, clean driving record, and reliable transportation.

Excellent total compensation package, including competitive base salary, paid time off, health insurance, and retirement. If this position is a great fit and you meet the outlined requirements, please send your resume and cover letter including salary expectations and three (3) professional references to Search Committee, Attention Leo McNeil at [lmcneil@shoreup.org](mailto:lmcneil@shoreup.org) or 520 Snow Hill Road, Salisbury, MD 21804. Phone: (410) 749-1456; Fax: (410) 749-1720.

**Application Deadline: August 31, 2016 or until filled**

Equal Opportunity Employer

#### **ADMINISTRATIVE OFFICE**

420 Chinquapin Round Road  
2<sup>nd</sup> Floor, Suite 2-1  
Annapolis, MD 21401

PHONE: (443) 482-5168  
FAX: (443) 482-5104  
[www.maryland-cap.org](http://www.maryland-cap.org)

#### **EXECUTIVE STAFF**

Michael E. Young, MSW  
Executive Director

#### **BOARD OFFICERS:**

A. Antonio Coffield  
President

Sharon Strauss  
Secretary

Freddy Mitchell  
Treasurer