

**Community Action Association of Alabama**  
**601 19<sup>th</sup> Street North**  
**Birmingham, Alabama 35203**  
[www.caaalabama.org](http://www.caaalabama.org)

### **POSITION ANNOUNCEMENT: PROJECTS DIRECTOR**

The Community Action Association of Alabama is seeking a dynamic, self-driven individual to serve as Projects Director. The Projects Director coordinates all programmatic activities of the Association in support of member agencies throughout Alabama. The Projects Director is responsible for all aspects of planning and delivering two multi-day conferences each year with the assistance and input from the Association's Program Committee. This individual is also responsible for identifying training needs throughout the year and developing training activities directed toward meeting those identified needs.

Responsibilities include, but are not limited to, the following:

- Plan, design and produce events while managing all project delivery elements within time limits
- Communicate with local agency staff and external partners to identify their needs and to ensure customer satisfaction
- Conduct market research, gather information and negotiate contracts prior to closing any deals
- Provide feedback and periodic reports to stakeholders
- Propose ideas to improve provided services and event quality
- Organize facilities and manage all event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional materials, et al
- Manage marketing and PR to promote and publicize event
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day/s
- Conduct post – event evaluations and report on outcomes
- Research market, identify event opportunities and generate interest
- Schedule speakers, vendors, and participants.
- Edit and design promotional materials.
- Develop and oversee fundraising activities – i.e., sponsorships, exhibitors, etc.
- Negotiate and secure event space.
- Prepare budget, logic models, and other data/information as required by funding entities
- Provide consultation, training and technical assistance to local agencies based upon Projects Director's expertise
- Recruit and manage volunteers
- Collect data and generates reports on a monthly/quarterly/annual basis
- Stay abreast of State and Federal Laws and regulations affecting Member Agencies
- Website maintenance
- Both in-state and out of state travel as required

The successful candidate will have

- A BS/BA from an accredited college or university. Additional consideration to candidates with educational attainment beyond this level.
- The ability to work independently, requiring limited supervision
- Preferably, experience in the community action network
- Additional preference to candidates with community action certifications, i.e., Nationally Certified ROMA Trainer/Implementer (NCRT/NCRI) or Certified Community Action Professional (CCAP). If the selected candidate does not have such certification, he/she must agree to obtain NCRT/NCRI within the first year of employment.
- Excellent verbal and written communication skills. Such skills should allow the selected candidate to communicate effectively with a wide-range of diverse populations.
- Expertise with using Microsoft Office Suite
- The ability to multi-task, prioritizing tasks to insure assignments are met
- The ability to remain calm under demanding and stressful situations.

The position reports directly to the Executive Director of the Community Action Association of Alabama.

The Community Action Association of Alabama offers a competitive salary, annual leave, sick, individual health insurance, and retirement plan. In addition, working hours are flexible dependent upon the demands of the job.

This position will remain open until filled. To be considered, submit a letter of interest, the names and contact information for three references who have personal knowledge of the candidate's work experience, and a detailed resume. This information should be submitted to Ron Gilbert, Executive Director, Community Action Association of Alabama, 601 19<sup>th</sup> Street North, Birmingham, AL 35203 or at [rgilbert@caaalabama.org](mailto:rgilbert@caaalabama.org).