



## California Community Action Partnership Association NOTICE OF POSITION VACANCY

### Application Process and Executive Director Job Description

Posted June 21, 2017  
Applications requested by July 14, 2017

#### **Application Process:**

Submit a PDF of the following documents to [ExecDirSearch@calcapa.org](mailto:ExecDirSearch@calcapa.org):

- Resume, including salary history of last 2 positions;
- List of 3 work references;
- A brief essay explaining why the applicant is interested in the position and how their leadership, vision and experience would benefit the association. Format preferred: 11 Times New Roman or Calibri font at 11 and 1 ½ line spacing.

#### **JOB DESCRIPTION:**

Job Title: Executive Director

Reports to: CalCAPA

Board Salary Range:

FLSA Status: Exempt

#### **General description**

The Executive Director is responsible to the Board of Directors for implementation of the Association strategic plan and the Association's primary representative to external organizations. In addition, the Executive Director is responsible for internal operations and the implementation of the Association mission and vision. The Executive Director leads the state association of California's 60 Community Action Agencies, Allies and Supporters, united to help people and change lives. CalCAPA is the statewide voice for Californian's struggling with poverty and for the Community Action Network.

#### **Specific duties**

##### Organize communities and Public Advocacy

- Personally, and through directing CalCAPA staff, guide and organize communities and develop advocates to end poverty.
- Be a Collaborator and Team Builder: Establish relationships with leaders of other networks, community institutions and elected officials to develop and focus resources and efforts to end poverty in California.
- Advocate for Californians living in crisis caused by poverty.
- Maintain relationships with other professional groups at the state, regional and national levels to build partnerships, coordinate efforts, to end poverty.
- Maintain contacts and provide leadership for high impact legislative action, program and policy development effecting Californians living in crisis caused by poverty.
- Serve as a liaison between the 60 Community Action Agencies and state, regional and national organizations and agencies.
- Represent the CalCAPA membership on state, regional and national committees, coalitions, meetings, and conferences.

### Develop Leaders

- Guide and direct CalCAPA staff to develop leaders committed to ending poverty throughout California.
- Advocate for California Community Action Agencies at the state, regional and national levels.
- Promote and provide leadership development opportunities for CalCAPA staff.

### Develop, Implement and Maintain a Quality Training and Technical Assistance Program to Benefit Members.

- Develop a training and technical assistance program to meet the needs of member organizations, their staffs and board members that will assist agencies address identified needs to meet organizational standards and build community collaborations addressing agencies' mission.
- Coordinate training programs with State funding office priorities and with regional T&TA partners.

### Build a Respected, Strategic Statewide Organization

- Assist the Board of Directors in the formation of policies that support the strategic plan and the Association mission and vision.
- Develop, oversee and deliver a quality training and technical assistance program to strengthen and enhance the capacity of member agencies.
- Ensure that CalCAPA is a source of timely and critical information on anti-poverty policies and resource opportunities.
- Oversee the implementation of policies developed by the Board of Directors.
- Direct the Association's fiscal management, including timely reporting to Board of Directors.

### **Education and experience**

Preferred: Seeking a candidate with a Master's degree in Business Administration, Sociology, Social Work, Public Administration, or related liberal arts field preferred. Required: A Bachelor's degree in the previously identified fields and a minimum of five years' experience in Community Action management, state association administration, or other similar not-for-profit executive management preferred.

### **Required Knowledge, Skills and Abilities**

- Ability to work with a minimum of guidance.
- Knowledge of state and federal government.
- Excellent written communications and public speaking skills.
- Ability to communicate vision and engage other individuals and groups.
- Ability to interact with a variety of individuals and organizations.
- Ability to convene groups, facilitate discussions and influence actions to be taken to address poverty.
- Ability to navigate effectively, build relationships and influence in a complex, matrixed organization.

### **Other requirements**

Must be able to travel in state and out of state as required; and have own insured transportation; must be able to be bonded and must be willing to work in a team environment and coordinate activities with all staff.