

COMMUNITY ACTION PARTNERSHIP ASSOCIATION OF IDAHO

JOB DESCRIPTION

TITLE: Chief Executive Officer

EXEMPT/NON-EXEMPT: Exempt

REPORTS TO: CAPAI Board of Directors

ISSUE DATE: 12/17

GENERAL POSITION SUMMARY:

The Chief Executive Officer (CEO) of the Community Action Partnership Association of Idaho is the leader charged with carrying out and overseeing work that fulfills the mission and vision of CAPAI. The CEO implements the policies set by the CAPAI Board of Directors, and is responsible for insuring that all CAPAI's work has at its center the best interests of the member agencies and the people they serve throughout the State of Idaho.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Understand and implement the vision and mission of CAPAI;
- Serve as a statewide voice and advocate for the member agencies and the people and communities they serve across the state;
- Address the issues of poverty by providing support, training, and technical assistance to the member agencies;
- Advocate for people living in poverty and for policies that help them achieve stability and become equipped to exit poverty;
- Represent the member agencies regionally and nationally to further CAPAI's work;
- Act as an effective liaison between the Idaho Department of Health and Welfare and the CAPAI member agencies;
- Initiate and direct the development of policies, objectives and budgets in support of the work of CAPAI;
- Understand and supervise CAPAI finances and keep the CAPAI Board fully informed about the financial status of the organization;
- Plan and organize work effectively, making the most efficient use of resources (human, financial, capital, time);
- Insure that all governmental, legal and contractual requirements of the organization are met;
- Inform the CAPAI Board about issues, needs and the operation of CAPAI;
- Offer direction, based on thorough study and analysis, to the CAPAI Board on issues requiring Board action;
- Interpret and execute the intent of Board policy and support that policy;
- Establish procedures in accordance with the law and Board policy and decide all matters administrative and supervisory in operation of the organization;
- With the assistance of the Board Chair, prepare the agenda for regular Board meetings;
- Attend all Board meetings and Board committee meetings;
- Develop leadership at all levels of the organization and support the professional and personal development of the Board of Directors and CAPAI staff.

SECONDARY FUNCTIONS:

- Explore and propose new potential funding sources for programs and services that might be offered by member agencies;
- Remain open to ideas, suggestions and constructive feedback from the Board of Directors.

JOB SCOPE:

The CEO is responsible for developing and administering the services of the Community Action Partnership Association of Idaho in line with its vision and mission, long-term strategic plan, policies, and stakeholder needs. The CEO is responsible to oversee all aspects of management of a statewide member association.

SUPERVISORY RESPONSIBILITIES:

The CEO is responsible for direct supervision of all CAPAI staff.

INTERPERSONAL CONTACTS:

- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position. Manages difficult or emotional internal and external customer situations; Responds promptly to internal and external customer needs; Maintains positive and effective interpersonal relationships with all stakeholders.

SPECIFIC JOB SKILLS:

- Professional and effective leadership;
- Ability to form effective relationship with the CAPAI Board of Directors;
- Strong advocacy skills;
- Supervision and development of staff;
- Development and oversight of budget;
- Effective operations development and administration;
- Ability to work with individuals and groups of people from all sectors of the community;
- Ability to exercise good judgment and make decisions based on thorough study and analysis;
- Ability to maintain poise and emotional stability in a full range of professional activities;
- Demonstrate awareness of the issues of poverty and the needs of those living in poverty;
- Write clearly and concisely and effectively communicate verbally;
- Maintain high standards of ethics, honesty and integrity in personal and professional relationships.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree is required.

Experience: Relevant experience is required.

- a minimum of three years progressively responsible experience in Community Action or similar human services organization;
- a minimum of three years of experience in management of staff, program oversight and implementation, fiscal management, budgeting and oversight of organizational finances

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting	X				
Standing	X				
Walking	X				
Running	X				
Bending/Crouching	X				
Kneeling/Crawling	X				

Lifting weight	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#	X				
10-25#	X				
25-50#	X				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot	X				
Humid	X				
Cold	X				
Wet/Damp	X				
Machinery*	X				
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)	X				
Loud (above normal class level)	X				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement

Must understand and utilize complex computation and analysis methods; must use advanced computation skills to develop agency budget and analyze; must possess knowledge of generally accepted accounting principles for non-profit, grant funded organizations; must be able to read, understand and apply complex financial management requirements.

Language Requirement

Must be able to write clearly and concisely; must possess excellent verbal communication skills.

Reasoning

Must be able to arrive at decisions based on thorough study and analysis; must show sound judgment and maintain emotional stability in a full range of professional situations; must be able to read, understand and apply complex information to implementation and compliance of operations.

This job description is not a contract for employment. The employer shall, in its discretion, modify or adjust the position and

its duties to meet the agency's changing needs. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Community Action Partnership Association of Idaho is an "At Will" employer. In accordance with federal law, CAPAI does not discriminate on the basis of race, color, national origin, sex, age, disability, or sexual orientation.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with the Community Action Partnership Association of Idaho.

Employee's signature

DATE

I have gone over this job description with this employee

Supervisor's Signature

DATE