

COMMUNITY ACTION PARTNERSHIP OF NORTH CENTRAL MISSOURI

JOB DESCRIPTION

JOB TITLE: Executive Director

REPORTS TO: Board of Directors

SUPERVISES: All Employees

DEPARTMENT: Administration

SALARY GRADE: 10

REVIEW DATE: 11/15/2016

Community Action Partnership of North Central Missouri (CAPNCM) offers a helping hand to people seeking to break the bonds of poverty. We endeavor to make the community aware of the problems of the low-income. We serve as an advocate for low-income residents by strengthening communications, mutual understanding and the planning and coordination of programs designed to serve the low-income community. Our mission is to offer services to individuals to become self-sufficient by empowering them to obtain the resources needed to build strong families & communities. CAPNCM envisions a world without poverty in which all people have access to necessary resources and are treated with dignity.

JOB DESCRIPTION

The Executive Director provides leadership and management for CAPNCM, which covers a nine (9) county area spanning 5,000 square miles, and serves a population of 79,000 in North Central Missouri. This position works with a Board of Directors and provides leadership in major areas of responsibility including finance, human resources management, program planning, program outcomes and reporting, facilities and equipment management, board development, staff management, and public relations.

KEY RESPONSIBILITIES

- Be an advocate for the Mission and Vision set forth by CAPNCM.
- Administers Agency budgets, manage investment portfolios, manage cash flow, manage cost allocations among programmatic revenues and expenses, oversee financial reporting process, secure revenue, and monitor expenses.
- Plan programs based on Agency strategic plan, mission, vision, and strategies, ensures the Community Needs Assessment is conducted, grant writing, develop and maintain effective relationship with funding sources, and create effective integration of programs and services based on client needs.
- Be able to do reporting based on program performance outcomes to identify contract deliverables, conduct monthly analysis of program activities and enrollments, manage executive oversight system, identify corrective action plan (where necessary), collect appropriate reporting data, write program reports based on financial activities, program activities, program impact, etc., and cooperate with funding monitors and auditors.
- Responsibilities to the Board of Directors, based on mission & vision, include organize board elections, coordinate selection of community representative (non-elected) members, organization and staff board committees, assist board chair and committee chairs in developing board agendas, prepare board reports, attend appropriate state and national conferences, conduct board orientation and ongoing training, and develop monthly board newsletters
- Staff management through the development of Agency personnel policies and procedures, administration of personnel policies and work rules, management of personnel budget, negotiation of staff benefits and selecting of benefit providers, development of job descriptions, hiring and staff retention decisions, recommendation of salary schedules to personnel committee, conduct performance appraisals, oversight of staff scheduling, development of staff training plans (technology and client services), supervision of management staff, and communication of Agency mission and vision.
- Ability to plan and manage facilities to identify and address the Agency's technology needs, provide for easy client access to services, ensure staff has adequate equipment and work space, negotiate and purchase office space, negotiate lease & service contracts, act as a general contractor for construction of single family housing units, partner with developers on construction of multiple family housing units, and manage/maintain rental housing units.
- Strong public relations with the ability to communicate the Agency mission and vision to the public, maintain communications with elected officials at the local/state/Federal levels, conduct follow-ups with constituents on services (as requested), maintain relationships with city/county governments, research and report on poverty

issues in the region, serve as an advocate on poverty issues, develop press releases (as appropriate), develop program brochures and information pieces, conduct outreach efforts through a variety of means, including faith-based organizations, civic organizations, business service organizations, chambers of commerce, schools, etc., and provide program-specific and year-end reports.

- Active involvement in at least one (1) civic, educational, or service group is preferred.
- Keep work area clean and neat in appearance.

QUALIFICATIONS

- Master's Degree in Planning, Human Resources, Business Administration, Finance, Management or related field preferred; Bachelor's Degree required or four (4) years related experience and/or training or equivalent combination of education and experience.

PREFERRED SKILLS AND EXPERIENCE

- Knowledge of CAPNCM's purpose, goals, mission/vision, policies and procedures, and resources.
- Knowledge of basic management theory, practices, and methods, with at least two (2) years of experience in their application.
- Knowledge of program area obtained through at least five (5) years of experience.
- Knowledge of all Agency, community and social service, and health program eligibility and selection requirements, as well as, the rights and responsibilities of individuals in applying for and receiving available services.
- Ability to prepare funding proposals and budgets.
- Ability to effectively coordinate projects with other Agency programs.
- Ability to speak effectively in public.
- Possess a valid, current Missouri driver's license and provide proof of insurance.

COMPENSATION

- Starting at \$34.32 per hour

BENEFITS AVAILABLE

- Paid time off (PTO)
- Holidays
- Medical
- Dental
- Vision
- Life insurance
- 403(b)
- Travel reimbursement

TRAVEL REQUIRED

- Extensive travel required.

SHIFT

- Full-time position, 36 hours per week, Monday – Thursday 7:30am – 5:00pm.

I have read and fully understand the duties and responsibilities described in this job description.

Employee Signature

Date