



Connecticut Association for Community Action (CAFCA)

Job Announcement: Executive Director

The Connecticut Association for Community Action (CAFCA) is the umbrella organization supporting the work of Connecticut's Community Action Agencies. Together, **CAFCA and its member agencies form a powerful statewide anti-poverty network**, addressing communities' need for a range of crucial social services helping low-income residents of all ages.

CAFCA seeks a dynamic full-time Executive Director to lead Connecticut's network of nine Community Action Agencies. The Executive Director will lead CAFCA's advocacy on behalf of the entire network, as well as leading CAFCA's own fund development and overall management. The Executive Director must have excellent networking, communication and project implementation skills.

This is an exciting opportunity for a strong leader and coalition-builder who wants to accomplish statewide impact for Connecticut's most vulnerable residents.

About the Connecticut Association for Community Action

The Connecticut Association for Community Action (CAFCA) is the state association for Connecticut's nine Community Action Agencies (CAAs), the state and federal designated anti-poverty agencies empowering people throughout Connecticut's 169 cities and towns. Our mission is to strengthen the capacity of our members to empower people in need and to improve the communities in which they live. Our agencies serve over 300,000 individuals and families each year through programs such as Energy Assistance, Early Child Care and Education, Housing Assistance, Elderly Services, and Case Management. The 'Promise of Community Action' is to "change people's lives, to embody the spirit of hope, to improve communities, and to make America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other."

As the umbrella organization for its members, CAFCA works to ensure strong continued funding and the development of new opportunities for its member agencies. CAFCA provides

extensive ongoing training and technical support to ensure the maintenance of effective high-quality services throughout the Community Action network. CAFCA also administers some of the programs delivered by its members. CAFCA participates in the national community action network, and coordinates a regional (Northeastern U.S.) partnership.

Key Responsibilities of the next CAFCA Executive Director

The CAFCA Executive Director is responsible for the overall leadership of the Association. The Executive Director is supported in this work by the strong staff of the Association, and a Board composed of the Executive Directors of the member agencies.

As the leader of the network, the Executive Director represents the Community Action Agencies in the development of funds and program collaborations with state and federal funders. She or he develops effective relationships with stakeholders, positively represents the association to external audiences, and builds coalition with allied groups.

The Executive Director is also responsible for the supervision of CAFCA's own staff, and ensuring that its internal functions are carried out effectively. The Executive Director reports to the association's Board of Directors. The Executive Director must demonstrate entrepreneurial business skills for the growth and development of the Association. The Executive Director shall demonstrate a strong commitment to connect, advance and lead the association's members. The Executive Director will oversee the training, technical assistance and communications support provided to CAFCA member agencies.

Essential Functions

- As the public face of Community Action in Connecticut, leads and manages advocacy on behalf of CAFCA member agencies.
- Ensures effective grants and contracts management.
- Ensures the effective management of contracted delivery of statewide services that are provided through the network of CAFCA's member agencies
- Ensures development and delivery of training and technical assistance to member agencies.
- Maintains and enhances productive partnerships with State and Federal funding agencies.
- Oversees CAFCA's staff in achieving the agency's mission, grants requirements, and policies.
- Oversees CAFCA's substantial budget; recommends and implements budgets and program priorities, long and short term, to the Board of Directors.
- Networks with other professional and social service groups in the state.

Knowledge, Skills and Abilities Required

- Excellent communication skills.
- Strong positive organizational leadership, consensus-building and networking skills.
- Organized and effective at managing and delivering on plans and projects.

- Understanding of, and ability to spot, trends in federal, state and local government and communities; follow developments relating to issues impacting low-income populations; and have the ability to weave these together and identify emerging challenges and opportunities.
- Ability to build effective working relationships with people of varied social, cultural, and educational backgrounds.
- Skill in problem solving, conflict resolution, mediation, and negotiation.

Qualifications

- Experience in non-profit leadership (minimum five years).
- Experience in public advocacy.
- Experience in network leadership.
- Experience working with Connecticut's governmental entities.
- Master's degree in a relevant field of study (preferred).

Location, schedule, work and travel requirements

CAFCA's office is in Middletown, Connecticut. The Executive Director must be able to travel to meetings and events throughout Connecticut as needed. The Executive Director must work regular office hours, plus evening or weekend meetings or activities as may be necessary.

Compensation package

Salary is commensurate with experience and qualifications. Excellent benefits.

How to apply for the position:

- Candidates must provide a cover letter describing interest in and qualifications for the position, and a resume.
- Applications should be sent by email to execsearch@cafca.org. CAFCA also welcomes suggestions of possible candidates for the position.
- Applications will be accepted until the position is filled. The Search Committee expects to begin reviewing applications by April 19, 2019.

For additional information about the Connecticut Association for Community Action, please visit www.cafca.org.

The Connecticut Association for Community Action is an equal opportunity employer.