

8/5/2019

Position Openings—Internal & External Postings  
“OAI is an Equal Opportunity Employer”



**Position Title: Executive Director**

**Location(s): West Plains Central Office; serving Douglas, Howell, Oregon, Ozark, Texas, and Wright Counties**

**Rate of Pay: Set by Board of Directors**

Interested applicants may pick up an application at any OAI location or online.

If interested in applying, please forward a completed employment application no later than Friday, August 30, 2019 @ 12:00 p.m.

Forward completed applications to:

Ozark Action, Inc.

Attn: Personnel

710 E. Main St.

West Plains, MO 65775

417-256-6147 Phone

417-256-0333 Fax

Auxiliary aids and services are available upon request to individuals with disabilities. TDD—Missouri Relay Number is 1-800-735-2966 or dial 711 for assistance.

Posting Valid until filled or November 3, 2019.

Sheryl Roberts: [sroberts@oaiwp.org](mailto:sroberts@oaiwp.org)

Ruthie Lee: [rlee@oaiwp.org](mailto:rlee@oaiwp.org)

Website: [www.oaiwp.org](http://www.oaiwp.org)

## OBJECTIVES

Provides for delivery of accountable, effective services to OAI customers by organizing staff and agency resources. Helps to build capacity, community collaboration strategies, and provides management systems that are focused on results, while conveying a positive outlook and attitude as you represent the agency, the OAI Board of Directors and its related Boards and Councils.

## EDUCATION AND EXPERIENCE

Bachelor's Degree in management, administration or related field preferred, coupled with evidence of recent continuing or advanced management education. Minimum of five years' experience directing a complex and diverse work unit with more than \$1 million or greater operating budget and at least ten personnel. Experience preferred in a 501(c)(3) non-profit agency; community action agency or program.

## SPECIFIC RESPONSIBILITIES

- Attains OAI program operations strategy results and objectives; garners community support;
- Protects OAI financial and physical resources and stability/accountability;
- Provides direction and leadership;
- Continually striving for grants to increase agency capacity;
- Knowledge of management principles and methods including project development and implementation;
- Primary spokesperson in anticipating and preparing information and answering funding source, legislative, media, community, citizen, Board and Policy Council;
- Responsible for day-to-day decisions under policy parameters of governing board(s); use of appropriate managerial balance in exercising authority, negotiating, compromising, involving work teams in decisions and making decisions in a timely manner;
- Responsible in meeting funding source performance results, operate all OAI functions in compliance with legal and funding source requirements, and maintain and strengthen OAI services.

## SEEKING EXECUTIVE DIRECTOR

Ozark Action, Inc. ("OAI") is seeking a qualified applicant to fill the Executive Director position. OAI is a 501(c)(3) non-profit organization serving six-member counties (Howell, Texas, Oregon, Douglas, Wright and Texas counties). This is a full-time management position with a primary office in West Plains, Missouri. Travel is required including travel within the six-county service area, attendance at regular program and funding source meetings, and regional and national training seminars. A more detailed job description is available online at [www.oaiwp.org](http://www.oaiwp.org).

Bachelor's Degree in Management, Administration or related degree program and evidence of recent continuing education preferred. Minimum five years' experience managing or directing a diverse work unit of at least ten staff with an operating budget of more than \$1 million dollars. Non-profit work experience preferred. CCAP certification preferred. If hired, must obtain CCAP within three (3) years of employment.

Ideal applicants have knowledge of management principles and methods, project management, development and implementation experience, grant writing experience, with a background in financial, human resources or governance of a non-profit.

Position is responsible for OAI assets valued at approximately \$3 million dollars, an annual budget of approximately \$13 million dollars, and OA-MHDC housing loans/equity valued at \$4.5 million dollars and has authority over more than 150 staff with direct supervision of six (6) program directors. This position reports to the OAI Board President and directors. Salary set by Board. Benefits effective within first ninety (90) days of employment.

Applicant must be able to provide verification of education, degree, transcripts, driver's license, previous work experience and pass a background screen, credit check, fingerprint and prescreening process to be considered for position.

If interested, please visit [www.oaiwp.org](http://www.oaiwp.org) and print off an application. The application, credential verifications and resume should be returned to Ozark Action Inc., ATTN Personnel, 710 E. Main Street, West Plains, MO 65775 or emailed to [sroberts@oaiwp.org](mailto:sroberts@oaiwp.org) no later than August 30, 2019 @ 12:00 p.m.

Posting valid until November 3, 2019.

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