

Chief Executive Officer
Miami Valley Community Action Partnership
Salary: \$85,000 - \$105,000 depending upon experience
w/ strong benefits program
Deadline to Apply: January 31, 2020

Duties & Responsibilities

The Chief Executive Officer is accountable to the Board of Trustees for all performance outcomes of Miami Valley Community Action Partnership. The CEO is responsible for the administration, planning and coordination of the agency's functions and operations in accordance with the currently defined mission statement and the policy decisions of the Board of Trustees.

- Operationally responsible for the programmatic and fiscal management of all contractual obligations.
- Meets with the Board of Trustees and its subsequent committees regularly to keep them informed of the status of program operations and proposed operational or procedural changes and to seek their approval on all policy changes and action plan proposals.
- Provides the Board of Trustees with information on existing public and private agencies, services, and funding sources concerned with the problems of poverty to determine strategies and methods of mobilization of public and private resources for support of community action efforts.
- Encourages the creation of programs to meet the needs of the poor and disenfranchised in the service area either by Miami Valley CAP alone or in partnership with others.
- Develops and maintains a close working relationship with federal, state, and local public officials and public and private agencies and community organizations for the purpose of providing information concerning local anti-poverty programs and issues, and to assure maximum coordination of efforts.
- Assures that the organization's programs are evaluated regularly and that appropriate action is taken to ensure compliance with all policies and standards of the organization and the appropriate funding sources.
- Responsible for establishing and assuring the personnel standards and procedures are analyzed and revised periodically, applied equitably to all employees, and that the organization has an established affirmative action plan to meet federal and state equal opportunity standards.

Qualifications

- Possession of a Bachelor's Degree in Public Administration, Business, Social Service, Education, or related field. A master's or professional degree is preferred.
- Five years of appropriate administrative experience, including supervisory experience.
- Experience working with social, cultural, business, religious and political areas of urban and rural areas.
- Community Action experience is preferred.
- Grantsmanship experience.
- Acceptable for fidelity bonding.
- Must have excellent leadership, teamwork, and organizational skills.
- Possess above average written and oral communication and computer skills.
- Concern and commitment to the human services needs of the disadvantaged.
- Must be willing to travel as necessary.
- Must submit to pre-employment and random drug screens and BCI/FBI background check.

Please submit a cover letter, resume, and three professional references and at least two personal references to:

Philip E. Cole
Executive Director
Ohio Association of Community Action Agencies
140 East Town Street, Ste. 1150
Columbus, OH 43215
phil@oaca.org