

**President & CEO**  
Illinois Association of Community Action Agencies  
Springfield, Illinois  
**Closing Date – January 31, 2020**

Building on 49 years of state-wide leadership to the Community Action Network of Illinois, the Illinois Association of Community Action Agencies (IACAA) is seeking a new President and CEO. Successful candidates must display a familiarity and commitment for the work of the Community Action Network in the War on Poverty and a working knowledge of the programs offered to the low-income populations served. The ability to advocate for vulnerable populations at the State and Federal levels is one of the key functions of this position.

- Interested candidates should have an understanding of low-income population needs, including family and community development, housing development, energy assistance, and education initiatives.
- In addition to the work of IACAA, this position also oversees the work of the Illinois Community Action Development Corporation (ICADC) which supports low-income housing and community development throughout the State of Illinois through training and technical assistance initiatives, as well as housing development ownership.
- The new President and CEO must demonstrate sound business and management practices, preferably management experience within Community Action.
- S/he will need strong written and verbal communication skills and the ability to coach and manage a dynamic team and provide support to the Board of Directors.
- S/he should have previous experience working for a Board of Directors.
- Demonstrated leadership and organizational skills in a regional or state-wide trade association or grant-funded organization, as well as visionary, innovative, and entrepreneurial initiatives will be expected of the person leading IACAA and ICADC.
- A Bachelor's Degree is required, however a Master's Degree in Public Administration, Business Administration, or Political Science is preferred.
- S/he will be leading a diverse and dedicated network building on past successes with State, Federal, and private partnerships.

IACAA has an operating budget of approximately \$6M and offers competitive salary and excellent benefits.

Salary range for this position is \$100K to \$130K commensurate with experience and education.

Please submit cover letter and resume to: [johnedwardsjr@comcast.net](mailto:johnedwardsjr@comcast.net) . A full job description can be found at [www.iacaanet.org/employment.php](http://www.iacaanet.org/employment.php).

**The Illinois Association of Community Action Agencies is an Equal Opportunity Employer**

**Resumes accepted until EOB Friday, January 31, 2020**

**Position Summary:**

The President & CEO is the official spokesperson for the Illinois Association of Community Action Agencies. The President & CEO is responsible to the Board of Directors for the effective management of all Association affairs including the overall

performance and development of all programs and matters pertaining to personnel. The President & CEO is also responsible for the protection of the organization's financial assets while ensuring compliance with board directives and applicable grantor, federal and state requirements.

### **Principal Duties and Responsibilities:**

- Develops a strategic direction for the organization and increases the visibility of the Community Action network through the development and implementation of a public relations plan.
- Works with the Board of Directors in the development and implementation of the Association's strategic planning process. Develops, for the approval of the Board of Directors, relevant and achievable goals and objectives dealing with external relations.
- Develops, for the approval by the Board of Directors, relevant and achievable goals and objectives, and prepares for board approval efficient operating policies designed to achieve these goals and objectives by optimum allocation of staff effort.
- Researches and obtains revenue, beyond grants, from foundations and development procedures to establish unrestricted funds.
- Ensures execution of decisions made by the Board of Directors and provides needed administrative support to the Board and its committees as requested.
- Maintains negotiations and mediations between legislative and policy issues or concerns for funding opportunities.
- Directly supervises the activities of staff in senior management positions.
- Provides necessary assistance to Managers regarding supervision of Association staff.
- Authorizes employment, suspension, discharge, promotion or changes in compensation for all staff.
- Works with Managers and other staff on developing funding initiatives and programs.
- Represents the IACAA in its dealings with all state and federal government agencies. Along with the Chair of the Board, serves as the formal spokesperson for the Association with the news media, government and other individuals and corporations.
- Develops new concepts to address poverty related issues and/or membership needs.
- Initiates and maintains contact with member agencies of the association.

- Represents the Association on such boards, committees and commissions that will benefit the Association and its membership.
- Performs other duties as assigned by the Board of Directors

**Additional Duties and Responsibilities:**

- Serves as the President & CEO of the Illinois Community Action Development Corporation.
- Registered Lobbyist for the Association.
- Represents the Association, as required.

**Work Relationships and Scope:** Reports directly to the IACAA Board of Directors. Manages the positions of Chief Financial Officer, Director of Professional Development, Director of Community and Economic Development, Director of Membership and Executive Services, and Director of Utility and Weatherization Assistance Programs. Frequent interaction with CAA Directors, governmental bodies (State CSBG office, State LIHEAP office), and other funding sources.

**Performance Expectations:** Quality, accuracy, thoroughness, reliability and timeliness of work performed. Responsiveness to CAA members and outside contacts and their satisfaction with service received. Positive promotion of services provided by the Agency where possible and appropriate. Effectiveness of communications and development of good working relationships with the Board, membership and outside resources. Clarity, courtesy and tact in interpersonal contacts. Maintenance of confidential business information and ethical conduct.

**Knowledge, Skills and Abilities:**

- Bachelor's degree and/or equivalent experience in human services or related field, with at least 10 years of management experience. Master's degree in Public Administration, Business Administration or Political Science preferred.
- A basic understanding of poverty, its root causes and conditions and its impact on individuals and communities is essential. A good understanding of Community Action Agencies is preferred.
- Ability to work effectively with persons at all levels of the organization (fellow employees, member agency executives and staff, partners, state and federal agency officials, etc.).
- Experience developing, implementing, and maintaining budgets.
- Detail oriented. Working knowledge of funding resources.
- Knowledge or ability to acquire knowledge in programmatic areas of activity.
- Human Resources skills including, experience in supervision and interviewing.
- Strong research, organizational, and writing skills required.
- Excellent interpersonal and communication skills required.
- Proficient in Microsoft Word, Excel, PowerPoint, and Visio.

- Strong presentation skills; facilitate meetings and provide input in leadership meetings.
- Proficient writer. Previous grant writer experience a must.
- Ability to multi-task and prioritize work
- Knowledge of state government and government grants required.

**Working Conditions:** Work is performed largely in a pleasant office environment with minimal chance for personal injury. This position generally works 40-45 hours a week with occasional evening hours to attend meeting. This position requires a safe driving record and current driver's license. Ability to travel throughout Illinois extensively, with some evening, weekend and/or overnight duties required.

**General:** This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the President. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.