

**Macon-Russell Community Action Agency**  
**Position Announcement: Executive Director**

The Board of Directors of the Macon-Russell Community Action Agency (MRCAA) is seeking an Executive Director with a proven history in organizational management and a deep passion for our anti-poverty mission and a desire to create social change. The Macon-Russell Community Action Agency provides an array of services directed toward alleviating conditions and causes of poverty, including nutritional programs, utility assistance programs and other anti-poverty programs. The agency serves low- to moderate-income individuals and families in 2 primarily rural counties in south central Alabama near the Georgia state line. The administrative offices are located in historic Macon County, home of Tuskegee University. The MRCAA has a 51-year history of commitment, innovation, and excellence in helping people achieve economic stability.

**Overview of Position and Qualifications**

Position: Executive Director

Position Status: Executive Director is a full time, salaried, exempt position.

Reports to: Board of Directors

Final Application Date: Until position is filled

The Executive Director of the MRCAA has full responsibility for the organization, including the implementation of the policies approved by the Board of Directors. The Executive Director will have overall strategic and operational responsibility for staff, programs, expansion, and execution of the Agency's mission. Primary areas of responsibility include: administrative oversight and compliance, community relationships/public relations, and program development and oversight.

The Executive Director is responsible for successful leadership of the organization, according to the direction set by the Board. The Executive Director is accountable for the organization's consistent achievement of its mission, strategic goals, and financial objectives. The Executive Director will lead the MRCAA staff and report to the Board of Directors.

**Minimum qualifications**

- BA/BS in related field, such as public administration, personnel management, sociology, etc. Professional work experience may be substituted for formal education where such is deemed appropriate.
- Familiarity with government or non-profit contracts management
- Demonstrated experience in administrative, financial and budgetary control
- Experience with program management
- Experience in collaborating with funding sources and community partners
- Strong written and verbal communication abilities; excellent interpersonal and public speaking skills
- Experience in organizational management with the ability to lead and coach staff, to manage and develop high-performance teams, and to set and achieve strategic objectives
- Understanding of non-profit/governmental financial principles, with the ability to read and understand financial statements

- Ability to develop and implement strategic plans and goals for the organization
- Ability to carry out responsibilities with little or no supervision
- Computer skills in office systems, and information management technologies
- Familiarity with the Results Oriented Management and Accountability process, with special consideration to candidates who have achieved Nationally Certified ROMA Trainer or Implementer status

### **Essential Functions**

- Serve as the Executive Director for the agency
- Assist the governing board in establishing policy and planning and is accountable for achievement of organization's business objective and goals
- Recruit, hire, train, motivate and discipline all principal staff in relation to program goals and policies established by the governing board
- Supervise the operations of the agency, including personnel and fiscal departments and oversees budget administration and management
- Provide administrative support, information and counsel to the governing board to ensure effective functioning of the board and its committees
- Promote the organization and its mission through public and community relations, outreach and involvement
- Ensure the preparation of an annual report that addresses the agency's programmatic and fiscal posture for the year reporting
- Direct the development of all program activities for the agency
- Travel to all points within the service area
- Perform other duties as assigned by the governing board.

### **Compensation**

Compensation will be determined based on the qualifications of the selected candidate. The Position includes employer-employee provided health, dental, and vision benefits, life insurance and generous annual, sick and holiday leave. The selected candidate will undergo a criminal background records check before final appointment, and as are all employees of MRCAA, will be subject to drug testing.

### **Submission of Application**

Candidates meeting the minimum qualifications should submit a letter of interest; a detailed resume outlining work experience and education; and the names of three references with contact information (one of which must be a current or former employer) to Attorney Fred D. Gray, Jr., at [fgrayjr@glsmgn.com](mailto:fgrayjr@glsmgn.com). While electronic submission is suggested, candidates may submit the required material directly to Mr. Gray at Post Office Box 820239, Tuskegee, AL 36083-0239.