

Chief Executive Officer

Position Description



East
Central
Illinois
Community
Action
Agency

Job Title: Chief Executive Officer
FLSA Status: Exempt
Salary: Comprehensive benefit package approved by Board Personnel Committee
Reports To: Governing Board of Directors
Latest Review: June 2020

Primary Purpose:
 Responsible for the overall planning, operation, control, and coordination of all Agency functions.

- Essential Functions:**
1. Ensure Agency activities are in keeping with established laws, program regulations, and grant guidelines.
 2. Supervise executive staff by providing direction, training, and support as required. Complete performance appraisals on an annual basis.
 3. Provide final authorization for major personnel actions including hiring, suspension, discharge, promotion, or changes in compensation for all staff.
 4. In consultation with the Governing Board of Directors, develop relevant and achievable written goals and objectives for all Agency programs and services.
 5. Provide accurate and timely programmatic, fiscal information and other reports to funding sources and the Governing Board.
 6. Represent the Agency in dealing with all state and federal official agencies or delegate representation as appropriate.
 7. Represent the Agency on such community, state, and national boards, committees, and commissions as they benefit the Agency.
 8. Develop new services and funding sources as appropriate to and consistent with the Agency's mission.
 9. In conjunction with the Governing Board of Directors, develop a working strategic plan. Implement the plan, and revise and update it as needed.
 10. Provide professional leadership to all staff. Report Agency progress, goals, and issues to the Governing Board and staff on a regular basis.

- Required Knowledge, Skills & Abilities:**
1. Requires a Master's Degree in Human Services, Business, or a related field, or equivalent educational development and training.
 2. Requires five years professional, executive management experience supervising management level staff.
 3. Requires demonstrated leadership abilities as well as analytical capacity and computer skills.
 4. Requires effective communication skills, both written and verbal as well as the ability to speak publicly.
 5. Requires management and interpersonal skills necessary to supervise and lead subordinate staff.
 6. Must have Certified Community Action Professional (CCAP) certification, or the ability to obtain certification within two years of hire.
 7. Requires the ability to travel to meetings, training, or worksites as required.
 8. Must pass all criminal background clearances and credit history check.
 9. Ability to speak Spanish desired.

Mission Statement:
Provide information, training, education, and other services that engage and empower families and communities to become self-sufficient.

<p>East Central Illinois Community Action Agency</p> <p>Chief Executive Officer</p> <p>Page 2</p>	<p>Marginal Functions:</p> <ol style="list-style-type: none"> 11. Monitor the implementation of the Participatory Management Policy to ensure staff has the opportunity for input and teamwork. 12. Monitor and ensure high quality customer service which is responsive to the needs of recipients and compassionate to their situations. 13. Monitor the production and performance of all Agency programs and services for adherence to Agency governance, fiscal stability, and strategic plan; accomplishment of organizational goals. Monitor and facilitate completion of comprehensive governance training for Governing Board of Directors at least annually. 14. Actively participate and provide executive leadership in carrying out the mission and vision of the Agency by participating in training sessions and staff meetings. 15. Perform other duties as assigned by the Governing Board.
	<p>Desired Outcomes:</p> <ol style="list-style-type: none"> 1. The Agency will be in compliance with all applicable laws, program regulations, and grant guidelines. 2. The Agency will deliver high-quality customer service in meeting the needs of eligible families. 3. Staff will have a teamwork environment which fosters their skills development and encourages them to help families. 4. Agency growth and development will occur on a continuous basis. 5. The Governing Board of Directors will have the information and resources needed to govern the Agency effectively.

To apply, submit a resume and cover letter to jobs@comaction.org or via fax to 217-442-7043.

East Central Illinois Community Action Agency is an EEO/AA employer.