



JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

Northeast Nebraska Community Action Partnership, an established Community Action Agency, located in Pender, NE has an exceptional opportunity for an **EXECUTIVE DIRECTOR**. We are looking for a highly knowledgeable person to lead and grow our organization, building strong relationships while promoting community action within our 14 county service area in Northeast Nebraska.

JOB SUMMARY:

This key leadership position administers all Agency programs under the direction of the Board of Directors. The scope of duties includes direct supervision of up to 10 program and department directors and indirect supervision of up to 150 staff and a budget of more than seven million dollars. Essential Functions for this position include:

- Provide for periodic evaluation, assessment, and modification of programs to meet community needs using the ROMA (Results-Oriented Management and Accountability) cycle as a guide.
- Administer day to day activities of the Agency. Oversee fiscal administration, IT systems, and HR administration to provide responsive and reliable information about all facets of the Agency's programs and activities.
- Ensure the Agency has short term and long-range strategies focused on the Agency's mission.
- Provide leadership in developing program and organizational plans with the Board of Directors.
- Represent the Agency in business negotiations.
- Delegate responsibilities clearly and appropriately and provide a staff development program insuring development of maximum skills of personnel.
- Represent the Agency as its Chief Executive Officer in all dealing with other organizations, individuals, and the public.

A complete job description with all essential functions can be found at www.nencap.org under the Employment link.

EDUCATION & EXPERIENCE:

Bachelor's degree or greater in Business Administration or Finance needed. 4 years administrative experience. Experience in social service delivery and non-profit preferred.

WAGE & BENEFITS:

This is a salaried position including an excellent benefits package. Salary is dependent on education and experience. Benefits include health, life, dental and vision insurance. Paid holidays, vacation and sick leave, EAP, 401K Retirement.

TO APPLY:

Learn more about our Agency at www.nencap.org. Use the Employment link to read the job overview including benefit information and download an Agency application or contact HR at 1-800-445-2505 or 402-385-6300. To apply, submit an Agency application along with your resume and education credentials to Northeast Nebraska Community Action Partnership, P O Box 667, Pender, NE 68047-0667 by 4:30 PM on Friday August 21, 2020.

EOE

Non-Profit Agency