



Position: Chief Executive Officer

Reports to: Board of Directors

Position Summary: The Chief Executive Officer is responsible for the leadership and management of Community Action Partnership of Lancaster and Saunders Counties, Lincoln Action Program Housing Development Corporation (LAPHDC) and LanguageLinc LLC. This work involves understanding and reviewing the mission of the Board of Directors to create a strategic plan to achieve the goals of Community Action.

Essential Job Functions

- Provide organizational leadership motivating achievement of Community Action’s Mission and programmatic outcome goals.
- Serve as an active member of Community Action’s Diversity, Equity, and Inclusion committee
- Facilitate the work of Community Action’s Board of Directors.
- Build financial funding sufficient to achieve long and short-term goals by developing positive relationships with governmental, private, foundational, individual, and corporate funders.
- Assures management of financial assets within generally accepted accounting principles, OMB standards and those specified by funders to assure long term sustainability.
- Inspires high performance by demonstrating leadership and fostering a culture that encourages discussion, collaboration, and teamwork.
- Increases the visibility of Community Action’s mission and supports the agency and its programs.
- Directly oversees the following Departments and Programs:
 - Departments-Human Resources, Information Technology, Communications and Developmental and Fiscal.
 - Programs-Head Start/Early Head Start, Weatherization, Community Services, and Financial Well-Being Programs.
- Serve as the director of LAPHDC.

Preferred Talents and Skills

- Must support and demonstrate commitment to agency mission, vision, and values.
- Must demonstrate respect and inclusivity.
- Ability to inspire through leadership and nurture the involvement of others
- Ability to make organizational decisions when faced with competing and complex interests
- Ability to work with associates across the agency to promote services and to ensure consistency of service practices
- Must attend Results Oriented Management & Accountability (ROMA) training within a year of starting

Qualifications

- Bachelor’s degree in relevant field of study, related graduate degree preferred.
- Lived experience with systematic racism or oppression helpful.
- Previous experience facilitating the work of a Board of Directors helpful.
- Financial management, fund development and knowledge of financial reports desired.

Working Conditions and Physical Requirements

Normal office conditions. The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee may be required lift objects of different weight variants.

Apply - <https://www.ziprecruiter.com/jobs/community-action-partnership-of-lancaster-and-saunders-counties-4bf34706/chief-executive-officer-a6c2f29c>