



Central Florida Community Action Agency (CFCAA) is a private, nonprofit, community-based organization whose purpose is to reduce poverty and help low-income individuals and families become self-sufficient in Alachua, Levy, and Marion Counties in Florida. CFCAA is committed to helping people strengthen their lives through community partnerships.

CFCAA is seeking a Chief Executive Officer. This position works primarily out of our administrative office in Gainesville, Florida, directly supervises the agency leadership, and oversees all aspects of the agency, which has two additional locations in Marion and Levy counties. The successful candidate should have a passion for Community Action and for serving others.

### **CEO Responsibilities:**

#### **Governance and Strategy**

- Develop, maintain, and support a strong Board of Directors; seek and build board involvement.
- Work closely with the Board of Directors and its committees in the creation of policies, program objectives, and overall strategic direction for the agency.
- Work with the Board chair, members, and committees to ensure effective and efficient board operations, effective governance, and compliance with all legal/reporting requirements.
- Recommend policies, programs, and action plans that are consistent with the vision of the agency and responsive to the communities it serves.

#### **Agency Leadership**

- Responsible for overall administration of the agency, to include developing and implementing programs, developing and managing budgets, ensuring contractual obligations are fulfilled, allocating resources to maximize effectiveness and efficiency; advancing organizational systems and technologies, and developing organizational and administrative policies.
- Lead, coach, develop, and retain (CFCAA) high-performance senior management team. Ensure a positive, rewarding culture that supports transparent and constructive communications to all staff members. The CEO directly supervises members of the agency leadership team.
- Agency growth and grant management. Oversee the development planning for the agency. Work with staff to maintain existing grants and obtain new grants.

- Analyze and evaluate programs, systems, policies, and procedures.

### **Community Engagement**

- Ensure community awareness and support of CFCAA's goals, mission, objectives, operations, and engaging with governmental representatives, businesses, and community leaders to advance the mission of Central Florida Community Action Agency. Serve as a liaison officer between the agency and other service organizations.
- Facilitate a comprehensive Community Needs Assessment every 3 years with recommendations to the Board and staff. Coordinates and initiates new program areas through study and evaluation of data furnished by key stakeholders.
- Speak at public events, conferences, and appropriate engagements to raise awareness of and support for the agency and its programs.

### ***Required skills and abilities:***

- Excellent verbal and written communication skills. Proficient in public speaking and presentations.
- Thorough understanding of management and financial practices in all areas and phases of business operations.
- Demonstrates successful interaction with diverse boards, board development and fundraising.
- Excellent planning skills to implement strategies to meet the organization's goals.
- Excellent personnel management skills and ability to lead and motivate staff.

### **Education and Experience:**

- Bachelors' degree is required; an advanced degree in a relevant field is preferred.
- Minimum five years' experience in executive administration.
- Previous experience in Community Action required.
- Certified Community Action Professional (CCAP) certification preferred

**Salary Range:** \$95,000 to \$130,000

*To apply for this position, please send a cover letter, resume, and list of three references to [hire@cfcaa.org](mailto:hire@cfcaa.org). The application deadline is 5pm on Tuesday, August 31st.*

Central Florida Community Action Agency provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.