

Licking Valley Community Action Program

Job Description

Position: Executive Director

Reports to: Board of Directors

Supervisory Authority: Program Directors; Administrative staff

Summary: Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the Licking Valley Community Action Program (LVCAP), overseeing the staff, programs, administration, and execution of its mission. The Executive Director will develop deep knowledge of community action and its core programs, and operations.

RESPONSIBILITIES

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize LVCAP staff, volunteers, board members, partnering organizations, and funders.
- Lead, coach, develop, and retain LVCAP's senior management staff into a high-performing team
- Ensure effective systems to track progress, and regularly evaluate program components, to measure successes, challenges, and opportunities.
- Lead an ongoing succession planning process to assure continuous agency quality and continuity.

Governance

- Develop, maintain, and support a strong Board of Directors; develop meeting agendas, reports, and issue papers; seek and build board involvement with strategic direction for ongoing operations
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.

- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Keep the Board fully informed on the condition of the organization and the factors or issues influencing it, including staffing, benefits, funding, and regulatory requirements.

Budget & Finance

- Develop and maintain sound financial practices.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Work with the staff and the Board of Directors in preparing an annual budget and assure that the organization operates within budget guidelines.
- Conduct official correspondence of the organization, and execute legal documents in consultation with Board officers, as appropriate.

Human Resources

- Assure the recruitment, employment, and release of qualified personnel, in support of agency operations.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Develop and manage an effective leadership team, with appropriate provision for succession.
- Encourage continuing staff development and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff.

Fundraising & Communications:

- Expand revenue generating and fundraising activities to support existing program operations and facilitate a financially strong operation.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating stronger relationships with the community, media, funders, and constituents.
- Build partnerships and establish relationships with funders, political, business, and community leaders throughout the region.
- Publicize the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the agency, programs, and point of view of the organization to agencies, funding sources, regulators, organizations, and the general public.
- Actively participate in community initiatives, on a local, regional, state, and national level to stay abreast of community action best practices, regulatory requirements, and partnership opportunities.

Planning:

- Manage LVCAP's strategic planning process that meets organizational standards for community action agencies and utilize the results for annual planning, evaluation, and staffing.
- Assure compliance with Organizational Standards (CSBG) and Head Start Program and Governance Standards.
- Represent the agency, programs, and point of view of the organization to agencies, organizations, and the general public.

QUALIFICATIONS

The Executive Director will be thoroughly committed to LVCAP's mission. with proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Bachelor's Degree or greater.
- At least 10 years of senior management experience with a demonstrable track record of effectively leading an outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships and implement governance best practices
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-focus