

United Community Action Network

Executive Director

Position Announcement

Scion Executive Search (www.scionexecutivesearch.com) has been retained to conduct a search for the incoming Executive Director on behalf of United Community Action Network, one of the largest social service providers in Douglas and Josephine County, Oregon. This impactful nonprofit organization is dedicated to creating solutions to poverty and improving the lives of the community.

This full-time permanent position is for immediate hire onsite in beautiful Roseburg, Oregon in scenic Douglas County.

ABOUT UNITED COMMUNITY ACTION NETWORK (UCAN):

United Community Action Network is dedicated to the vision that every Douglas and Josephine county resident has the resources and opportunities needed to reach their full social, civic, and economic potential, to be secure in their own lives and to be vital participants in their communities. The organization helps to stabilize people's lives by helping them address their basic life needs and equipping them with skills, resources and opportunities to exit poverty.

Under its umbrella of programs, UCAN provides services to the low-income population of Douglas and Josephine Counties through programs related to community coordination, emergency services, education, food and nutrition, family development, income management/budget training, transportation, housing, and healthcare.

ABOUT ROSEBURG, OREGON:

Roseburg is located in beautiful Douglas County in Southern Oregon, and is home to a wide variety of industries as well as a wonderfully open community. Primary attractions include a thriving group of first-class wineries, beautiful natural landscapes and forested areas, and a historic downtown at the heart of the community.

Roseburg is a community filled with welcoming, friendly residents with a strong sense of hospitality. Other highlights of the area include gorgeously temperate seasons, a blossoming economic climate, and the nearby Pacific Coast and Crater Lake.

OVERVIEW:

This position requires a dynamic, mission-driven leader who is passionate about leading and directing agency operations, fostering growth, as well as developing and monitoring human service programs. The Executive Director will provide visionary leadership for the staff of 200 who are providing impactful essential services to a low-income population of over 55,000 individuals. We seek a skilled executive leader experienced, well-poised to lead community

action programs, and highly adept in finance, budget management, and coalition & partnership building. The ideal executive leader is also someone who is passionate about creative programmatic creation and expanding organization funding and mission impact.

The Executive Director reports to the Board of Directors and partners strategically with elected officials, community groups and organizations, community action partners (Federal, State and local), as well as private businesses and individuals. In addition to overseeing staff, the Executive Director is responsible for developing, implementing, and evaluating programs and services, preparing the agency's annual budget, pursuing additional funding opportunities, establishing policies and procedures, maintaining adherence to State and Federal requirements, and ensuring quality of program delivery while maintaining alignment with UCAN's mission and organizational values.

The ideal candidate for this role embraces servant-leadership as well as an intelligent approach to day-to-day operational management, strategic planning and visionary, creative leadership. As a meticulous planner and highly competent personnel manager, the incumbent is someone skilled in building effective, practical consensus and creating dynamic solutions in order to advance the work of the organization and serve the local community.

POSITION RESPONSIBILITIES:

- Lead, manage, and guide the organization to attain continued growth, success and optimal mission impact for UCAN programs and services in Douglas and Josephine County.
- Provide visionary leadership by way of prospecting and developing new programs, bolstering organizational brand, creating new external partnerships as well as strengthening those which are in existence, and actively seeking new and creative sources of funding.
- Actively engage in complex fiscal management through hands on budgetary development and oversight; routinely report performance and financial activities to the Board.
- Foster a collaborative working environment, encourage professional development, and champion accountability amongst staff.
- Actively participate in the selection, training, and evaluation of key personnel; establish and interpret policy and procedure.
- Effectively represent the organization and promote a positive organizational image to assure adequate community representation.
- Strategically provide direct representation to the community through committee and advisory meetings and public speaking engagements in order to promote available services and engage new and existing donors, advocacy partners, and members of the general community.
- Chiefly oversee administrative services, resource development, and all program service functions; supporting staff through division and program directors.

- Assume responsibility for agency work performed; act as a conduit for input and information, promote innovation at all levels, and be an effective advocate for staff, families and children. Respond to, and effectively resolve, inquiries, complaints, or problems affecting services.
- Serve as chief liaison to the Board of Directors, including facilitating agenda setting, Board member orientation, and proactive communication and record keeping.
- Actively prospect potential new additions to the Board that align with UCAN's work or would be beneficial to the organization. Additionally, support and advise the Board in its work so as to best meet the organization's needs.
- Establish and maintain effective working relationships with the members of the Board of Directors and Head Start Policy Council. Assure the adequate flow of information in all directions to assure each group is well informed and well heard.
- Effectively maintain contract compliance, adherence to laws, and internal financial standards and constraints.
- Implement, maintain, and/or develop strategic plans for the organization to exceed expectations of organizational work and impact.
- Develop and prospect new programs in the community by assessing community needs and determining organizational capabilities in order to achieve significant impact.
- Advise the Board in the development of policies and procedures.
- Ensure all aspects of operations align with established organizational mission and values.

MINIMUM QUALIFICATIONS:

- At least 7 years' experience as a visionary, resourceful, and transparent leader of a related organization.
- History with successful management of a dynamic, multi-program organization; a strong understanding of what it takes to maximize program effectiveness, maintain deliverable quality, and optimize resources.
- Experience with or knowledge of the functions and work of a Community Action or Community Service organization.
- Knowledge of and/or passion for the intricacies tied to housing programs, education, transportation, weatherization, food security, community health, or related programs.
- Strong proven abilities in fiscal management; preparing and securing board approval for a complex agency budget.
- Passion for creative program creation and organizational funding growth.
- Ability to review current organizational programs/structures and make recommendations that empower programmatic refinements for UCAN's experienced, independent, and capable executive management team.
- Stellar networking skills and a knowledge of how to effectively interface with political decision makers and key community figures.
- Excellent public speaking skills in the service of organizational representation in both media and philanthropic contexts to further impact visibility, brand, and funding sources.
- An understanding of municipal politics and the nature of the Southern Oregon community, and an ability to operate effectively in these spaces.

- Knowledge of how to foster an environment of accountability, ambitious goals, healthy work relationships and partnerships, and inclusivity among organizational staff in order to maintain a positive and collaborative work environment.
- Experience with or knowledge of compliance with contracts, regulations, and laws to ensure full organizational adherence at all times.

COMPENSATION AND BENEFITS:

This full-time, onsite opportunity is responsible for making a significant impact on Southern Oregon communities in Douglas and Josephine Counties. In addition to a competitive base salary of \$100,000 to \$140,000, relocation assistance and other perks, you'll receive exceptional benefits that include medical, dental, vision, and life insurance, short and long term disability, employee assistance program, paid time off, sick time, holidays, as well as a 401k plan with 3% employer contribution match. This is an opportunity, position, and mission which will inspire you daily!

APPLICATIONS AND NOMINATIONS:

UCAN has retained the services of Scion Executive Search, a national executive search firm specializing in mission-driven organization recruitment, to assist in conducting this important search. For immediate consideration please apply with your resume and cover letter, formatted in Microsoft Word, via: <https://www.scionstaffing.com/jobportal/#/jobs/5810>.

Please address applications to:

Elisa Dumiak, *Senior Executive Recruiter*

Isaac Schild, *Managing Partner*

Scion Executive Search

(888) 487-8850

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

UCAN is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.

ABOUT OUR FIRM:

Scion Executive Search is a retained executive search firm connecting executive nonprofit leadership to nonprofit organizations and foundations across the country. Born out of the nonprofit sector, we provide expert search strategies and leadership for your organization. Our executive candidates are true agents for change, and we are experts at matching their talents, motivations, and passions to your organization's mission. Scion Executive Search has led

hundreds of successful executive searches. Information about our firm and successes can be found online at <http://www.scionexecutivesearch.com>.

Scion is an equal opportunity employer and service provider committed to not discriminate on the basis of race, religion, age, gender, gender identity, national origin, citizenship status, sexual orientation, disability, political affiliation or belief, or any other protected class. We are committed to the principals of Equal Opportunity Employment and are dedicated to making employment decisions based on merit and value, for ourselves, our client companies, and for the candidates we represent.