

Lancaster Fairfield Community Action Agency Job Posting

Position: [Executive Director](#)

Position Summary: Maintain overall responsibility for all programs operated by the agency. Responsible for carrying out the policies set forth by the board of directors. Acts as Chief Executive Officer. Responsible for the direct supervision of all agency personnel. The Executive Director will have oversight of all agency program areas including Early Childhood Programs, Affordable Housing Programs, Emergency Services, Emergency Family Shelter, Rutherford House, Home Energy and Weatherization, and Recycling.

Duties and Responsibilities:

- Works closely with the board of directors to develop agency goals, objectives and priorities
- Maintains administrative authority for all agency operations. Responsible for coordinating funding activities and personnel to meet the goals and objectives set forth by the board
- Directs and reviews all program work plans and annual budget of over 10 million. Responsible for budget allocations and internal controls. Ensures that all fiscal systems are operated according to law
- Responsible for ensuring that all agency operations are in accordance with applicable laws, and the rules and regulations set forth by various funding sources
- Responsible for direct communication and administrative linkages with the offices of funding sources and with local, state, and federal government representatives
- Acts as liaison to business community, civic organizations, other social services agencies, faith based organizations, etc. Responsible for public awareness activities; makes presentations regarding agency programs, services, and issues that affect low-income people
- Actively participates in the selection, training and evaluation of key personnel
- Provides visionary leadership through the development of new programs, marketing of the agency's brand, creation of new external partnerships, strengthening of existing partnerships, and actively seeking out new and creative sources of funding
- Responsible for promoting a positive image to assure appropriate community representation
- In coordination with other key staff, implements and maintains strategic plans for the agency

- Fosters a collaborative working environment, where professional development and staff accountability is encouraged
- Supervises and evaluates program directors' performance. Provides guidance to directors regarding programmatic and fiscal decisions

Qualifications/Expectations:

- A degree in Business Administration or Public Administration preferred or a combination of experience and education which provides the required knowledge and skills for the position
- Community Action/Non-Profit experience is preferred
- Strong proven abilities in fiscal management and securing board approval for a complex budget
- Excellent public speaking skills
- Concern and commitment to the human services needs of the low-income population
- Strong non-profit leadership and management, including budget oversight and supervisory experience

Pay Rate: \$80,000 - \$85,000 annually, commensurate with education and experience

Qualified applicants should submit a confidential resume and letter of interest to:

Dagger Law, Attn: A. Cook for LFCAA, P.O. Box 667 Lancaster, Ohio 43130.