



Community Action Partnership Position Description

Vice President, Organizational Capacity Building

SUMMARY

Under the immediate supervision of the Chief Executive Officer, the Vice President for Organizational Capacity Building is responsible for developing, planning, implementing, and directing training and technical assistance to strengthen the organizational capacity of the Community Action network including the nation's 1,000+ local Community Action Agencies (CAAs), State and Regional Community Action Associations, and other Community Action Network partners. The position includes planning and directing the national Human Capacity and Community Transformation (HCCT) Center of Excellence focused on building local agency capacity and deploying community-level and agency strategies that alleviate the causes and conditions of poverty. In addition, the position leads the Partnership's Baldrige-based Standards of Excellence program; provides direct, expert training and technical assistance to CAAs, Associations, and partners both in person and via video conferencing; oversees special project staff and activities; and advises the CEO and Partnership on Community Service Block Grant (CSBG) policy, regulation, and industry trends. The Vice President is a key member of the Partnership's Executive Leadership Team and engages in regular overnight travel across the US. The salary range for this position is \$85,000-\$100,000 depending on experience. Benefits include vacation/sick/personal time, health insurance, and retirement plan matching program. The position is located in the Partnership's Washington, DC office; however, a remote option may be considered at the Partnership's discretion.

The nation's Community Action Agencies are a robust, state and local force – reaching children and families in 99% of America's counties with life-changing services, from early childhood education to job training to services for seniors. The Community Action Partnership is the national hub that links the nation's 1,000+ Community Action Agencies to each other – and to leaders looking for solutions that connect Americans to greater opportunity

TO APPLY: Please submit a cover letter, resume, and sample work product to jobs@communityactionpartnership.com. More information on the Partnership can be found at www.communityactionpartnership.com/

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Organizational Capacity Building Leadership

- Plan and direct ongoing HCCT Center of Excellence activities:
 - Act as Project Director
 - Primary staff of the Center and supervise other COE staff
 - Oversee budget, deliverables, timeline, work plans, and reporting.
 - More information on the HCCT can be found [here](#).
- Plan, direct, and implement Baldrige-based Pathways to Excellence program and staff the Excellence Commission:
 - Act as Project Director
 - Manage budgets, deliverables, timelines, contractors, work plans, and reporting.
- Plan, direct, and implement the Emerging Leaders' program and activities.
- Provide direct training and technical assistance to CAAs, state, regional associations in the areas of excellence, leadership, performance management, governance, generational management, and other topics of need.
- Plan and develop future Organizational Capacity Building activities:

- Project design
- Budgets
- Implementation

Agency Leadership

- Member of the Partnership's Senior Leadership Team
- Assist in grounding all Partnership internal and external efforts in racial and gender equity. To read more about the Partnership's mission, vision, and values [click here](#).
- Assist in planning workshops and training tracks for the Partnership's annual and winter conferences.
- Cultivate and manage relationships with federal and Community Action network stakeholders, including providing technical assistance when required.
- Advise the CEO on relationship management with federal and network stakeholders.
- Represent the CEO as needed at state and national Community Action events, including plenary and workshop sessions.
- Be a resource to the Partnership's Board of Directors' Program Committee

Other Duties and Responsibilities

- Report and present to the Board on CSBG and other T/TA topics, as needed.
- Assist with the coordination of Partnership programs.
- Participates in Community Action events to strengthen existing relationships, help establish new partnerships and stay abreast of trends and policy changes.
- Report on Community Action network issues to the CEO.
- Works with CEO as liaison to Health and Human Services offices, e.g. OCS, ACF, and Planning & Evaluation.
- Coordinate T&TA activities and resources with non-CCA and industry groups.
- Seek new resources to expand Partnership organizational capacity building efforts
- Other duties as assigned by the Chief Financial/Chief Operations Officer.

SUPERVISORY RESPONSIBILITIES

Directly supervises both managers of other staff and other program staff as appropriate.

QUALIFICATIONS

- At least seven years of experience in a senior leadership or program management role for nonprofits, associations, government, including supervision of a team.
- Minimum four-year Bachelor of Arts or Sciences degree in public administration, social work, business or a related field of study.
- Expert knowledge of core organizational management and leadership skills.
- Knowledge of the principles of public policy, public administration, and effective leadership.
- Demonstrated experience in:
 - Leadership, governance, and performance management.
 - Project planning, budgeting, and management/administration.
 - Facilitation of meetings, events, or other group interactions.
- Expert knowledge of federal and state policy and regulations governing government and foundation grants.
- Ability to plan, implement, and direct programs and projects with national scale.
- Ability to build and grow mutually beneficial business relationships across geographies.
- Excellent oral, written, and group communication skills.
- Excellent public speaking skills.
- Speaking skills in a video conferencing environment.
- Ability to travel across the United States for overnight travel.

Other Desired Qualifications

- Community Action experience.
- Certified Community Action Professional. Will be expected to pursue CCAP once eligible if not already certified.
- ROMA Certified (Trainer or Implementer). Will be expected to pursue a ROMA certification if not already certified.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to think creatively and be a key contributor to Partnership goals.

- DC-based is preferred. If not located in Washington, DC, must be able to be on-site in Washington, DC on a monthly basis.
- Ability to work remotely while on work travel.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- The ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air to attend training, conferences, project sites, and related activities.
- Regular overnight travel is required approximately 40% of the time.