



Community Action Partnership Position Description

ADMINISTRATION DIRECTOR

SUMMARY

The Administration Director will be responsible for coordination and oversight of agency administration including, but not limited to, payroll, human resources, procurement, organizational efficiency and risk management. Reporting to the Senior Vice President, the Administration Director will work with agency leadership to regularly monitor the agency budget, evaluate overall agency health and risk, and make necessary changes to maximize staff productivity and the advancement of the agency's strategic goals. An ideal candidate will have proven senior management experience in a dynamic setting ensuring daily administration of a \$3-5 million dollar agency runs smoothly and as efficiently as possible. Background in nonprofit management, Community Action, or human services, and an understanding of the causes and conditions of poverty in America preferred.

This is a full time position with benefits including vacation/sick/personal time, health insurance, and matching retirement savings plan. The salary range is \$70,000-\$80,000. This position is based in Washington, DC at the Partnership office.

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. 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.

TO APPLY

Please submit a cover letter and resume to jobs@communityactionpartnership.com. No phone calls.

Include "Administration Director" in the Subject Line of the email.

More information on the Partnership can be found at www.communityactionpartnership.com

DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

- Administer agency payroll and human resources functions. In coordination with Senior Vice President, this includes: overseeing hiring, training, evaluation, and retention processes; coordination of retirement benefits; updating and consistently enforcing the operational and human resource policies and procedures of the organization.
- Manage office space, lease agreement, and building owner relations. Manage procurement and resource allocation.
- Oversee office systems and equipment and act as a liaison to IT vendor in the development and maintenance of information technology systems. Manage procurement and resource allocation.
- Review, implement, and update operational policies and guidelines for the organization.
- Budget development and fiscal accountability related to office space and systems.

- Work with agency leadership to assess risk and make necessary changes to prevent risk exposure.
- Other duties as assigned by the Senior Vice President and Chief Executive Officer.

SUPERVISORY RESPONSIBILITIES

May at times supervise staff.

QUALIFICATIONS

- Minimum 4-year Bachelor's degree in business/nonprofit administration, finance, management or a related field. A master's degree in business administration, finance, personnel management or a related field is preferred.
- At least 5 years of experience working in a senior agency administration role.
- Expert knowledge of the principles of nonprofit association management and OMB/federal funding regulations.
- Professional certifications in personnel management (SHRM certified) and nonprofit operations/administration preferred.
- Proven knowledge of performance evaluation metrics in a business setting.
- Experience developing and managing agency and program budgets.
- Demonstrated success innovating solutions to increase productivity and profitability.
- Proven ability to prioritize and manage multiple projects and priorities
- Excellent oral, written, and group communication skills.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, communities and individuals and families with low-income.
- Commitment to high ethical practices.

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 15 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.
- Overnight, out of state travel is required approximately 5% of the time.