



Oklahoma Association of Community Action Agencies  
**Executive Director Opening**

**Looking for a mission driven leadership position?**

If you are interested in changing people's lives and you embody the spirit of hope, you may be who we need to help us make Oklahoma a better place to live! The ideal candidate for this position has a passionate commitment to ending poverty in Oklahoma as demonstrated by their proven senior management experience, background in nonprofit management, adult education, CommunityAction, human services, and volunteerism.

The Association of Oklahoma Community Action Agencies is a membership organization for the 18 Community Action Agencies in Oklahoma. Community Action Agencies use a broad range of strategies to change people's lives and improve communities. The Association provides value to member agencies by offering professional development, program training, and a unified voice for advocacy and legislative issues affecting low-income families. A board composed of executive directors from member agencies governs our organization. We work together to connect Oklahoman's to self-sufficiency opportunities from early childhood to housing to transportation to services for seniors.

The Executive Director is responsible for day-to day-operations of the Association and accountable for the successful planning, organizing, directing, and coordination of the organization's operations, departments, and services. Reporting to the Board Chair, the Executive Director will work with the Board to develop strategy, advocacy messaging, and grow partnerships. This role requires a self-motivated person, someone who brings significant leadership to the Association and demonstrates the ability to lead a diverse team of professionals.

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-\$90,000. This position is based in Edmond, OK, at the Association office.

**TO APPLY**

Please submit a cover letter and resume to [operations@okacaa.org](mailto:operations@okacaa.org).

Include "**Executive Director Position**" in the subject line of the email.

Information about the Oklahoma Association of Community Action Agencies can be found at [okacaa.org](http://okacaa.org).

## **Essential Functions:**

### Strategic

- Assists the Board of Directors to form policies and programs that support the Association's strategic plan and mission.
- Creates annual and multi-year work plans in partnership with the Board of Directors.
- Prioritizes work plan strategies and assigns to staff for implementation.

### Leadership

- Serves as spokesperson for the Association.
- Supports community action agencies by coordinating, developing and providing training and technical assistance to members.
- Supervises Association employees in accomplishing the agency's mission, grants, and policies.

### Legislative/Public Policy

- Builds and maintains relationships with members of the Oklahoma legislature and relevant committee staff, Congressional delegation, federal and state agency personnel, and national organizations.
- Oversees legislative tracking, including identifying and elevating substantive policy and political opportunities or risks to Community Action priorities.
- Assembles, interprets, and disseminates advocacy and messaging of the Association's statewide policy platform including but not limited to outreach for special projects, organizing volunteer activities, attending community events and meetings, and, participating in organizations.

### Building Partnerships

- Represents the Association with partners, collaboratives, and coalitions working on statewide public policy issues, including community action associations at the National and Regional levels.
- Develops and maintains strong relationships with stakeholders, funding resources, and federal and state legislative bodies.
- Networks with other professional and social service groups.

### Financial and Operational

- Implements policies and procedures established by the Board.
- Coordinates, recommends and implements budgets and program priorities, long and short term, to the Board of Directors.
- Formulates and directs Association operations ensuring compliance with federal and state laws, including purchasing, contractors, and staffing.

- Manages and supports grant-related work to identify funding opportunities, assisting with grant writing and reporting, implementing deliverables, and managing grant-related overall team budget plans.
- Grows and nurtures private and public funding opportunities for the benefit of the Association and local agencies.

**Knowledge, Skills, and Abilities:**

Knowledge and skills to:

- Interpret and apply federal, state, and local regulations.
- Implement current organizational, managerial, and administrative concepts and principles.
- Coordinate communication of social media, marketing and outreach.
- Develop, analyze, and design effective plans to achieve results.
- Prioritize and work on multiple tasks simultaneously without losing sight of “the big picture”.
- Forecast short and long-term implications of policy changes and political trends.

Ability to:

- Communicate effectively one-on-one, in small and large group settings, and in public presentations, verbally and in writing.
- Facilitate the roles and relationships with the Board of Directors and Directors of nonprofit organizations.
- Maintain effective working relationships with people of varied social, cultural, and educational backgrounds.
- Use basic research principles, Microsoft Office programs, and the Internet.
- Solve problems; provide conflict resolution, mediation, and negotiation.
- Perform required travel in and out of state.

**Qualifications:**

- Minimum 5 years’ advanced level management work experience.
- Expert-level understanding of the Oklahoma policy environment, including the state Legislature, government agencies, and interest groups.
- Demonstrated experience managing a diverse team required.
- Precision, attention to detail, and excellent time management skills.
- Demonstrated skills in professional writing, federal grants, and managing budgets.
- Bachelor’s or Master’s degree in public administration, preferred business administration, or a related field with a minimum of five years’ experience in an advanced level of administrative or management capacity; or equivalent combination of education and experience.

**Working Conditions:**

- Work is generally performed in a fast-paced, dynamic, and high-pressure environment with changing priorities and deadlines with frequent interruptions. The majority of work centers on working in a team environment and coordinating activities with staff to manage technically complex systems and procedures, including database management using computer systems, grants management, and related paperwork.
- May lift and carry general office supplies and furniture, typically weighing less than 75 pounds.
- Extensive travel is required. Must possess a valid Oklahoma driver’s license, required insurance, own vehicle, and maintain a good driving record.