

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

I. GENERAL DESCRIPTION/BASIC FUNCTIONS

At the direction of the Board of Directors, the Chief Executive Officer (CEO) should propose the major thrust and direction of the community action agency in overcoming poverty conditions in the community. Within the framework of these long-term goals, the CEO should lead the agency's programs to achieve shorter term goals on a monthly, quarterly, yearly and multiyear basis. In formulating these objectives, the CEO should insure that they reflect the needs of the target groups and that they will be fully supported by the Board of Directors and staff. The director is responsible for maintaining broad supervision over all the agency's operations and personnel. This includes working with staff, board members to 1) formulate work programs/plans for each grant and contact 2) plan budgets and submit funding requests; 3) staff each program to meet appropriate grant/contract requirements. She/he is responsible for monitoring fiscal expenditures and for ensuring compliance with all grants/contracts. The CEO must be willing to travel to out-of-town meetings, trainings, and conferences;

II. QUALIFICATIONS

- A. Education: Bachelors Degree in Social Services, Public Administration, Human Resources, Business or related field. Master Degree preferred in related field.
- B. Experience: Five years' experience in management capacity relevant to human services. Experience in public relations/ community development, researching and writing public and private funding applications, developing and supervising management systems, program management, financial management, must possess excellent communication skills, good time management skills and the ability to effectively multi-task; able to work without supervision; must have above average computer skills; knowledge of development of unrestricted funds for the agency.

III. PERSONAL QUALITIES

TCCA seeks an experienced and professional leader who has the ability to develop community and organizational capacity for change and measured results. The CEO should possess a demonstrated track record of effective management, including leading and developing a diverse team of mission-driven professionals. The CEO must have experience articulating a compelling vision for the future and marshaling relationships and resources to effectively and efficiently execute to achieve the vision.

The CEO should have extensive experience in planning, financial management, and achievement of goals for an organization with a multi-million dollar budget and with multiple funding streams. The CEO should have skills in the areas of government relations, public relations, community collaboration and medical relations. The CEO will serve as the agency's spokesperson and will also need to lead others in community-focused service, communication, and issues management. The CEO should be a person with the initiative and the imagination to develop and administer all phases of the agency's operations. He/She should possess tact and be able to work positively with all staff, all governing boards/committees, state/federal contacts, parents and community partners travel. Must possess a valid Texas driver's license and be insurable by the agency's insurance company. Must meet all state licensing requirements. Must pass background and fingerprint check.

IV. DUTIES

1. The agency is a private, non-profit organization which receives its funding from state and federal grants and contracts. Therefore, the CEO must constantly monitor, evaluate and upgrade all agency programs to assure each program maintains compliance with the appropriate state and/or federal requirements and regulations.
2. Work with Tri-County Community Action's Board of Directors, Program Directors and staff to formulate work programs/plans, to set agency goals, to project budget needs and to submit funding applications to appropriate funding sources.
3. Keep Board of Directors informed of program activities, grant/contract changes and consult with them according to established guidelines and regulations.
4. Monitor fiscal operations to assure expenditures are within established state/federal budget limitations.
5. Networks with area agencies/organizations (community partners) to develop or enhance agency's programs.
6. Supervise and provide technical and professional assistance and advice to all personnel in order to ensure adherence with agency guidelines and all state, federal and local regulations. Ensures staff receives necessary training to meet job requirements and agency goals.

7. Document and report on all program operations as requested and submit required reports to state and federal funding sources.
8. Make decisions concerning overall operations of entire agency. Perform any duties as may be required for the successful operation of the agency.
9. Lead the strategic planning efforts to determine agency goals, objectives, and priorities.
10. Supervise and negotiate contracts with agencies, contractors, funders, and community organizations.
11. Develop and produce proposals for contract services.
12. Administer the day-to-day activities of the agency, its programs, staff, and relationships.
13. Participate in on-going professional development.

V. SUPERVISORY DUTIES

Direct supervision of all Program Directors, Fiscal

VI. IMMEDIATE SUPERVISOR

Board of Directors

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