

*MidWillamette Valley Community Action Agency's  
Board of Directors is currently  
searching for an*

# *Executive Director*

The Executive Director reports to the Board of Directors. This position has overall strategic and operational responsibility for the planning, development, implementation, and supervision of all activities and programs. This position recommends policies to the Board of Directors to achieve the Agency's goals and objectives, establish structures to carry out the programs, including the Strategic Plan, which meet the changing needs of constituents while complying with federal, local, and state funding requirements.

The Executive Director shall exercise general supervision over the administration of the Agency's business affairs, shall be the Agency's chief administrative officer, and shall be directly responsible for hiring, supervising, and discharging personnel. Community Action has a staff of 300 and an annual operating budget of approximately \$27 million.



**Candidates that meet the minimum qualifications are invited to apply.**

**EDUCATION and/or EXPERIENCE** High school diploma or GED and; Bachelors degree and five years of management experience or equivalent combination of education and/or experience. Experience or knowledge of performing broad range administration within an nonprofit, multi-grant funded organization to include budget, finance, policy formation, contracting, human resources, revenue generation, Federal and other funding compliance requirements and community relations. Experience hiring, supervising, and mentoring management staff. Social service background desirable. Must be proficient with technologies such as email, internet, phone, with skills in MS Office, including PowerPoint and Excel. Database and financial/payroll systems experience is a plus. Must have prior experience working with or being a member of a Board of Directors. Qualified individuals from diverse backgrounds are encouraged to apply.

**COMMUNICATION SKILLS** Demonstrated ability to read, analyze, and interpret complex reports and data, financial reports, and legal documents. The Executive Director must be able to effectively respond to common inquiries or complaints from the public, funding sources, or elected officers with competence, accuracy and sensitivity to stakeholders. Experienced in writing and delivering effective speeches and relevant, accurate articles for publication. Presents information effectively to various audiences such as top management, public groups, and/or boards of directors, with confidence and a positive, and respectful demeanor. Communicates well orally and in a written manner with appropriate language and grammar. Assures that information is accurate and delivered in a timely manner with the individuals and groups reliant upon the Executive Director.

**ESSENTIAL DUTIES & RESPONSIBILITIES** Operations & Relational Management (30%) Community Relations & Collaboration (30%) Strategic Oversight & Planning (20%) Fiscal & Financial Oversight (10%) Governance (10%) See attached job description below for a detailed account of the requirements and responsibilities for this position.

**Annual Compensation \$100,000 to \$107,000 Depending on qualifications & nonprofit experience**  
**Kaiser Medical Vision Dental Life/AD&D insurance Flex Account Retirement 401(k)**  
**with agency contribution of 4% of annual compensation vacation sick pay holidays professional development**

Applications can be downloaded at  
<http://www.mycommunityaction.org/jobseekers-positions.html>  
Email your application to [recruiting@mwvcaa.org](mailto:recruiting@mwvcaa.org).

Or mail/submit to:

Mid-Willamette Valley Community Action Agency, 2475 Center St NE, Salem OR 97301. 503-585-6232  
Equal Opportunity Employer Job #201838





### **Strategic Oversight & Planning (20%)**

- Analyzes and uses information that helps the agency meet the broad spectrum of the mission goals of Mid-Willamette Valley Community Action Agency.
- Establish organization structure to effectively operate programs and achieve goals and objectives in compliance with funding requirements and in a manner that ensures programmatic and fiscal integrity.
- Establish and participate in strategic planning and training meetings with the Board and staff to identify current and long-range goals that meet the needs of the low-income community, utilizing information derived from agency needs assessments.
- Maintain an ongoing Action Plan to achieve strategic goals and objectives, and report successes and challenges regularly to the Board of Directors and agency staff.
- Organizes and develops community assessments to guide the agency in the development and operation of programs. Includes surveys of programs of community organizations to avoid duplication of efforts.
- Advises organizations in planning and providing services based on community surveys and analyses.

### **Fiscal & Financial Oversight (10%)**

- Fiscal responsibility for all agency activities and programs. Reviews budgets of agency programs. Ensures that programs operate with authorized funding levels.
- In partnership with the Chief Finance Officer, develop the Agency Administrative Budget annually based on available grant and unrestricted funds.
- Monitor specifically the Agency Administrative budget and actual expenditures as they relate to all program budgets and expenditures to ensure the administrative component is within limits of each funding source.
- In partnership with the Finance team, maintain oversight of the process to ensure accurate monthly financial reports are provided to the Board and Program Directors.
- Organizes and directs campaign for solicitation of funds.
- Encourages and supports the development of various funding opportunities

### **Governance & Infrastructure (10%)**

- Develop and maintain New Board Member Orientation and facilitate ongoing access to necessary Agency planning and oversight documents for Board access.
- In partnership with the Board, develop ongoing Board training and development sessions throughout the year.
- Maintain tri-partite Board structure, Head Start Performance Standards, and other funding source requirements of Board representation to ensure compliance.
- Provide information to the Board on issues relevant to agency needs or opportunities to include timely and accurate program and fiscal reports.
- Act as liaison for the Board between funding sources.
- Maintain a proper implementation and governance schedule to ensure that all required activities are brought to the Board in a timely manner to facilitate informed decision making.

### **SUPERVISORY RESPONSIBILITIES**

Manages supervisors of Mid-Willamette Valley Community Action Agency's programs. Is responsible for the overall direction, coordination, and evaluation of these programs. Also indirectly supervises non-supervisory employees as the executive of the agency. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **CONFIDENTIALITY**

Respects and maintains the confidentiality of information about Mid-Willamette Valley Community Action Agency clients, staff, personnel issues, and other program operations.

**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 regularly required to use hands to finger, handle, or feel; frequently use near and far vision, reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**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. Work is generally performed in an office environment indoors, and often requires the ability to drive in all conditions, to off-site meetings in the community or other locations. Office sounds are common, with frequent phone and personal interruptions throughout the day. The position often requires evening and weekend work at various locations and may include appointments or working at various times of the day depending on the work activity or event.