



Blue Ridge Community Action is seeking to hire an energetic, innovative, and visionary leader as the Executive Director of our agency. The Executive Director is the key management leader of Blue Ridge Community Action. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include human resources and employee relations, marketing, and community outreach. The position reports directly to the Board of Directors.

### **GENERAL RESPONSIBILITIES:**

1. Board Governance: Works with board in order to fulfill the organization mission.
  - Responsible for leading Blue Ridge Community Action in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
  
2. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
  - Responsible for the fiscal integrity of Blue Ridge Community Action, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
  - Responsible for fundraising and developing other resources necessary to support Blue Ridge Community Action's mission.
  
3. Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
  - Responsible for implementation of Blue Ridge Community Action's programs that carry out the organization's mission.
  - Responsible for strategic planning to ensure that Blue Ridge Community Action can successfully fulfill its Mission into the future.
  - Responsible for the enhancement of Blue Ridge Community Action's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
  
4. Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate and compliant.
  - Responsible for effective administration of Blue Ridge Community Action's operations.
  - Responsible for ensuring program compliance.
  - Responsible for the hiring and retention of competent, qualified staff.
  - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.



### **Professional Qualifications:**

- A Master's Degree in Public Administration, Business Administration, or other relevant degree area.
- Transparent and high integrity leadership.
- Seven or more years senior management experience, preferably in a nonprofit setting, or ten or more years of service on the management level in a community action agency.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Demonstrated ability to analyze and interpret federal and state statutes and regulations.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of Blue Ridge Community Action's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.

### **Actual Job Responsibilities:**

- Planning and operation of annual budget.
- Manage and oversee agency and program compliance with state and federal statutes and regulations and grant requirements.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as Blue Ridge Community Action's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Blue Ridge Community Action's Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the agency throughout the State.
- Supervise, collaborate with organization staff.
- Strategic planning and implementation.
- Oversee organization Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Travel is a necessary component of this position.
- Other duties as assigned by the Board of Directors.



**Recruitment Range:** \$100,000 – \$135,000. Salary commensurate with experience and other qualifications. Quality benefits package includes health and PTO.

**Authority:** Has authority to take all action and to commit the agency in all areas except those of (1) overall agency policy; (2) overall agency priorities; and (3) overall agency directions. These are reserved for the Board of Directors.

**Physical Requirements:** Must be able to work in different locations, to communicate with others, requires repetitive motions, visual acuity for close work, may lift up to 20 lbs., may involve sitting for long periods of time.

**Hazards:** None.

Applications can be completed through Blue Ridge Community Action's website at [www.brcainc.org](http://www.brcainc.org). If you would like an application to be mailed to you, you may contact Joan Williams at Blue Ridge Community Action by telephone at (828) 438-6255. You may also apply in-person at 800 N. Green Street; Morganton, NC 28655.