

MISSOURI COMMUNITY ACTION NETWORK JOB DESCRIPTION

April 25, 2018

Job Title: Executive Director
Reports to: Missouri CAN Board
Salary Grade:
FLSA Status: Exempt

General description

The Executive Director leads the state Network of Missouri's 19 Community Action Agencies, allies and supporters united to help people and change lives, and is responsible to the Board of Directors for effective internal operations and for the implementation of the Network strategic plan, mission and vision.

Specific duties

Organize communities

- Guide and direct Missouri CAN staff to organize communities and develop advocates to end poverty
- Convene leaders to develop and communicate statewide plan to end poverty in Missouri
- Advocate for Missourians living in crisis caused by poverty
- Maintain relationships with other professional groups at the state, regional and national levels to build partnerships, coordinate efforts, to end poverty.
- Maintain contacts and provide leadership for high impact legislative action, program and policy development effecting Missourians living in crisis caused by poverty.
- Serve as a liaison between the 19 Community Action Agencies and state, regional and national organizations and agencies.
- Represent the Missouri CAN membership on state, regional and national committees, coalitions, meetings, and conferences.

Develop Leaders

- Attract, retain and engage effective staff to serve Missouri CAN and its membership
- Guide and direct Missouri CAN staff to develop leaders committed to ending poverty throughout Missouri
- Advocate for Missouri CAN member agencies at the state, regional and national levels.
- Promote and provide leadership development opportunities for Missouri CAN staff

Build a Respected, Strategic Statewide Organization

- Assist the Board of Directors in the formation of policies that support the transformational plan and the Network mission and vision
- Oversee the implementation of policies developed by the Board of Directors
- Direct the Network's fiscal management, including timely reporting to Board of Directors
- Guide and direct Missouri CAN staff to design, implement and administer training and development opportunities, enhance existing training and development programs, and identify and make available tools and resources (including technology) for enhancing organizational effectiveness for the benefit of Missouri CAN member agencies and their staff.
- Guide and direct Missouri CAN staff to design or identify, in consultation with Missouri CAN member agencies and/or as directed by the Board of Directors, innovative State-wide collaborations, strategies, and/or initiatives to address poverty.

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Education and experience

Master's degree in Business Administration, Sociology, Social Work, Public Administration, or related liberal arts field preferred. A minimum of three years' experience in community action management, state association administration, or other similar not-for-profit executive management preferred.

Required Knowledge, Skills and Abilities

- Ability to work with a minimum of guidance
- Knowledge of state and federal government entities and operations
- Ability to communicate vision and engage other individuals and groups
- Ability to interact with a variety of individuals and organizations
- Ability to convene groups, facilitate discussions and influence actions to be taken to address poverty
- Ability to navigate effectively, build relationships and influence in a complex, matrixed organization
- Ability to build consensus and effectively manage and resolve conflict

Other requirements

Must be able to travel in state and out of state as required; and have own insured transportation. Must be bondable. Must be willing to work in a team environment and coordinate activities with all staff. Must become a Certified Community Action Professional (CCAP) within three years of employment