Northwest Michigan Community Action Agency, Inc.
Job Description

Job Title:	**Executive Director**
Department:	Administration
Reports to:	Board of Directors
Grade:	
Supervises:	Directors, Controller, Human Resources Manager
FLSA Status:	Exempt
Prepared by:	Betsy Rees
Date:	November 14, 2017

Purpose:

To provide strategic leadership for the Agency by working with the Board of Directors and executive management team to establish long-range goals, strategies, plans, and policies. Responsible for the overall direction, coordination and implementation of all areas of NMCAA operations including fiscal, human resources, governmental affairs, communications, programs, agency property and facilities.

Essential functions:

1. **Establishes credibility throughout the organization and with the board as an effective developer of solutions to business and programmatic challenges.**
2. **Maintains total financial planning and policy formulation for and with the Board of Directors, and maintains budget, grantsmanship, funding, contracting, financial administration and compliance with delegating authority.**
3. **Provides leadership and management to ensure that the mission and core values of the agency are put into practice.**
4. **Drives the agency to achieve and surpass the over-all goals of NMCAA and Community action.**
5. **Spearheads the development, communication and implementation of effective growth strategies and processes.**
6. **Collaborates with the executive management team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the growth objectives of the agency.**
7. **Structures departmental organization for funding and production success. Motivates and leads a high-performance management team; attracts, recruits and retains required members of the executive team not currently in place; provides mentoring as a cornerstone to the management career development program.**
8. **Acts as lead Agency officer through direct contact with legislators, MCAAA, and other community partners.**
9. **Fosters a success-oriented, accountable environment within the agency.**
10. **Oversees all activities with the Board of Directors.**
11. **Ensures that quality services are provided and that the delivery of such services complies with funding source regulations.**
12. **Engages in planning activities utilizing Board, staff, and community leadership in analyzing community needs, setting service and organizational goals, obtaining pertinent data, and evaluating outcomes.**
13. **Carries out personnel action and procedures under Board approved policies, and endeavors to develop good personnel policies and morale.**
14. **Performs other related duties as required and assigned.**

Position Objectives:

1. **To ensure the compliance with all state and federal programmatic requirements.**
2. **To be accountable to the Board of Directors.**
3. **To mentor, train, and support staff.**
4. **To represent NMCAA in a professional, supportive, and knowledgeable manner.**

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Measured by:

1. Evaluations which are completed annually by the Board of Directors.
2. Feedback from agency leadership, staff, and community partners.
3. Flexibility to adjust to situations and react as necessary for the betterment of the agency.

Minimum Education:

Bachelor's degree or equivalent in Management, Human Services, or related field.

Master's degree preferred.

Minimum Experience:

10 - 15 years' experience in administration, management and personnel.

Essential Abilities:

1. A commitment to the NMCAA philosophy and mission.
2. Ability to maintain confidentiality.
3. Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
4. Ability to suggest innovative approaches in completing job responsibilities.
5. Ability to work openly and cooperatively as a team member.
6. Ability to perform physical tasks to carry out specific job duties.
7. Ability to facilitate meetings.
8. Ability to confidently and effectively present information to top management, public groups, and/or boards of directors.
9. Ability to read, analyze, and interpret complex reports and data, financial reports, and legal documents.
10. Ability to respond to common inquiries or complaints from the public, funding sources, or elected officers.

Minimum Skills Required:

Leadership.

Strategic thinking.

Effective interpersonal, written and verbal communication skills.

Collaboration skills.

Decision making.

Ethical conduct.

Problem solving/analysis

Results driven.

Minimum Physical Expectations:

1. Physical activity that always requires keyboarding, sitting, phone work and filing.
2. Physical activity that always requires extensive time working on a computer.
3. Physical activity that sometimes requires travel car and/or air.
4. Physical activity that often requires lifting under 25 lbs.
5. Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records.
6. Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.

Minimum Environmental Expectations:

The Executive Director operates in an office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.