
Title: Executive Director

Reports To: Board of Directors

EEO Category: Executive

FLSA Status: Exempt

Pay Grade: DOE

Job Description Last Updated: April 2017

Approved By: Board of Directors

Position Summary:

The Executive Director is responsible for the executive leadership and overall management of the 501(c)(3) non-profit community action agency and oversees the operation of the organization's programs, the management of the agency's fiscal resources and the delivery of quality services to the community in accordance with the policies established by the Board of Directors. This includes building strategic partnerships and engaging foundations, individual donors and new supporters. This position directly supervises the Finance Director, Human Resources Director, Executive Assistant, Program Directors and Maintenance Manager. The position reports to the Board of Directors and operates under limited supervision with a wide latitude for the use of independent judgment, discretion and initiative.

Essential Job Duties:

Administration

- Implements Board policy regarding administrative functions and fiscal procedures.
- Manages and implements anti-poverty programs in accordance with established policy and procedures.
- Provides executive guidance and leadership to OWBC directors, managers and staff to ensure effective and efficient operation of the agencies anti-poverty programs in accordance with federal, state and local laws.
- Supervises the implementation of all management functions including, but not limited to, personnel planning, fiscal and management information systems; ensures timely and accurate information in provided to the Board of Directors, local community and contracting agencies.
- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, established strategies to approach funders, submitting proposals and administering fundraising records and documentations; oversees timely submission of funding sources.
- Reviews and evaluates program operations to ensure that program contractual obligations are fulfilled; modifies program objectives and activities and allocates resources for programmatic effectiveness.
- Evaluates program effectiveness and outcomes and provides recommendations for action such as new implementation, redesign or elimination.
- Develops and oversees systems for managing personnel to ensure integrity of purchasing and other related functions.
- Ensures accurate accounting to the Board of Directors and funding sources regarding all fiscal matters to include annual budget approval.
- Acts as a liaison for the Board of Directors between funding sources, which includes but is not limited to federal, state, city, county officials and the private sector.
- Establishes and participates in strategic planning and training meetings with the Board of Directors and staff to identify current and long-term goals that meet the needs of the low income community.
- Attends all Board meetings and takes part in decision making; calls special Board meetings for purposes of audit approvals and election of committees and officers.
- Enforces by-laws of the agency as adopted by the Board of Directors.

- Purchases property, signs contracts, signs payroll and expenditure checks and establishes and maintains bank accounts.
- Approves the purchase of equipment, vehicles and supplies and oversees the expenditures and disbursement of program funds.
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Community Outreach, Advocacy and Public Relations

- Acts as a public representative for all agency business.
- Promotes collaboration and partnerships with other organizations and agencies to maximize service delivery.
- Oversees effective and comprehensive outreach and education efforts to ensure continued support for OWBC's mission.
- Makes effective presentations to county organizations and other groups to educate them about the vision and mission of the agency.
- Serves on local, state and/or national advisory boards as required or requested by the Board.
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Supervisory Responsibilities

This position supervises employees and will carry out responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include: recruiting, interviewing and making recommendations regarding hiring and termination of employees; planning, assigning and directing the work of employees; setting and communicating job expectations; monitoring the safety of the work area; disseminating information to staff; conducting staff meetings on a regular basis for planning, management and review purposes; training and developing staff; rewarding and disciplining employees; and addressing and resolving problems and complaints.

Other

- Follows OWBC policies and procedures and maintains confidentiality in all phases of agency operations.
- Familiarizes self with the agency's Strategic Plan and gains an overall understanding of how position contributes to the accomplishment of goals within that plan.
- Performs other related duties as assigned or required.

Knowledge, Skills and Abilities:

- Knowledge of community action agencies and programs associated with them (i.e. Aging, Nutrition, Childhood Education, Community Services, Affordable Housing).
- Knowledge of government and poverty programs and related legislation including the principles and practices of human service delivery.
- Knowledge in federal, state and local rules, regulations and directives governing Texas not-for-profit organizations.
- Working knowledge of computers and intermediate to advanced skills in Microsoft Office (Word, Excel, Outlook); able to operate office machines such as fax, scanner, printer, copier, and telephone.
- Proven conflict resolution skills with comprehensive consultative, partnering, facilitating, and influencing/negotiating skills.
- Effective communication skills with an ability to communicate clearly and concisely, both verbally and in writing, with persons from varied ethnic, socioeconomic, educational and cultural backgrounds.
- Ability to make oral presentations to groups of varied sizes.
- Ability to read, comprehend and follow oral and written instructions.
- Ability to work independently, with minimal supervision, and plan, organize, and manage multiple priorities.
- Ability to interpret and convey complex policies and procedures to customers and present information to individuals and staff.
- Ability to meet deadlines and work effectively under pressure in a fast-paced work environment with constant interruptions.



- Ability to work well in a team environment, collaborating with others to accomplish business objectives.
- Ability to use sound judgment and make timely decisions based on careful, objective review and analysis of available considerations and factors.
- Ability to maintain effective working relationships with agency staff, management, program participants, and others encountered in the course of work.
- Ability to deal with frequent change, delays or unexpected events and adapt to changes accordingly in the workplace.

Minimum Qualifications:

Education and Trainings:

- Bachelor’s degree from an accredited college or university in Business Administration, Business Management or a related field. Master’s degree preferred.

Experience:

- Minimum of ten (10) years of experience working with federal and state funded programs with experience in a non-profit or social service organization.
- Minimum of five (5) years in senior administration or a senior management role.
- Preferred Community Action Agency experience
- Preferred Certified Community Action Professional

Licenses/Certifications:

- Valid Texas driver’s license.

Mental / Physical Tasks (F= Frequent, O=Occasional, R=Rarely):

F	Talking	F	Using personal computer
F	Listening	F	Sitting
F	Standing	O	Bending
F	Walking		Other (list)
O	Grasping/holding		
O	Lifting/carrying		
R	Moving heavy equipment		
F	Driving		
F	Using office equipment, stapler, telephone, etc.		

Working Conditions:

Travel to and from various sites throughout the OWBC service area takes place on a frequent basis. Occasional out-of-state and overnight travel may be required.

- Working in a fast paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings and some holiday may be required.