

**Position: Director of Community Services and Resource Development**

**Job Status: Grade 14, Step depending on experience and qualifications**

### **I. General Responsibilities:**

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

### **II. Minimum Qualifications:**

- At least three (3) years in management experience
- Bachelor's Degree from accredited university
- Experience in customer and client services
- Ability to build and maintain relationships with a wide array of people
- Works with other EOAC programs to collaborate services
- Partners with non-profits, foundations, and businesses
- Must have outstanding communication and interpersonal skills
- Must have a valid Texas driver's license and be insurable
- Prefer community Non-Profit experience
- Must pass a Criminal History Check

### **III. Specific Responsibilities:**

1. Employs personnel in accordance with the Corporation's Personnel Policies and Procedures
2. Develops plan for transition from poverty in line with EOAC Action Plan
3. Develops and implements the transition work program for effective operation and assure program compliance
4. Develops and tracks the budget and staffing patterns in accordance with fiscal parameters for the Community Programming component

# Economic Opportunities Advancement Corporation

Director of Community Services & Resource Development

Community Programming

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5. Oversee and direct CEAP and the Tennant Based Rental Assistant Program
6. Assures balances for budgets for program areas
7. Provides effective interface with advisory boards, neighborhood councils, special committees and other agencies and non-profits
8. Oversee caseworkers jobs, duties, and data production
9. Develops and implements Staff Development for personnel on a cycle for knowledge, skills, and job specific responsibilities
10. Prepares and submits written reports on the progress of activities of Community Services components
11. Interprets program activities for the understanding and enhancement of all areas serviced for patrons
12. Direct utility assistance, rental assistance and case services to needy clients
13. Provide and solicit qualified patrons for program assistance
14. Share in knowledge dissemination, reporting and communications
15. Seeks Grants and resources to enhance EOAC funding and services
16. Assist with the development and coordination of fundraising and public relations
17. Development and manage program budget including tracking of fund expenditures and financial reporting with Controller
18. Review of contract documents and contract negotiation activities for assigned programs and funds
19. Maintains data of clients and clients services
20. Evaluates programs and personnel for efficiency and effectiveness
21. Provides effective interface with advisory boards, neighborhood councils, special committees and other agencies and non-profits
22. Develops and implements Staff Development for personnel on a cycle for knowledge, skills, and job specific responsibilities
23. Other duties as assigned

**Immediate Supervisor:**      **EOAC Executive Director**

**Date of Approval** \_\_\_\_\_