

# Mid-Columbia Community Action Council (MCCAC)

## Executive Director

### Application Information

**MCCAC's Mission:** To alleviate the causes and conditions of poverty in Wasco, Hood River and Sherman Counties.

Visit the agency website for additional information at: [www.mccac.com](http://www.mccac.com)

#### **General Statement of Duties:**

Directs all functions of the agency. Advocates for the area's low-income residents at the local, state and federal levels. Develops resources for all programs. Assures all programs comply with federal and state regulations. Ensures fiscal solvency of the agency.

This is a full-time, exempt position responsible for all aspects of the MCCAC's operations. The Executive Director is accountable to the Board of Directors and works in partnership with the Chair of the Board, the Board of Directors, staff and volunteers to fulfill the strategic plan. The Executive Director oversees the agency's annual budget of \$2.5 million and 10 employees.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Provide strategic leadership by working with the Board and management team to establish long range goals, strategies, plans and policies.
- Collaborate with local, state, federal and private funders to ensure effective and efficient service delivery. Seek financial resources for the agency and region which promote the long-term wellbeing of the agency and community based on community need and strategic plan.
- Establish credibility throughout the organization and with the Board of Directors as an effective developer of solutions to organizational challenges.

- Keep the Board of Directors fully informed on the condition of the agency and other important factors affecting the health of the organization through regular communication.
- Provide leadership and management to ensure that the mission, guiding principles and policies of the agency are put into practice and are current.
- Demonstrate a commitment to diversity, equity, inclusion and racial justice in service delivery, recruitment of staff and board members.
- Recruit, train, supervise, manage, develop and evaluate staff to ensure the effective operations of the agency. Ensure policy and procedures manuals and job descriptions facilitate high quality staff.
- Ensure all legal compliance for programs, record keeping and fiscal accountability.
- Prepare reports, write articles, collaborate on or write grants, gather, analyze and evaluate data and make recommendations as needed.

### **Secondary Functions:**

- Serve as the key public representative of MCCAC to the media, local governments and other organizations.
- Ensures that special needs of the region are responded to in a timely manner consistent with Board policy and intent.
- Provide oversight of the successful completion of the annual audit including review of cost allocation methodologies.
- Provide oversight of the development and implementation of an annual agency budget and comprehensive service plan.
- Attend and participate in professional activities and stay current with new trends and innovations
- Perform other related duties as required to meet the ongoing need of the organization including those assigned by the Board of Directors.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Considerable knowledge of management practices and techniques involved in

program operations, budgeting, personnel administration, grant writing and administration and related areas.

- Must have exceptional organizational and management skills and a commitment to service, quality and professionalism.
- Past experience in administration of governmental programs and providing services to the disadvantaged and to a diverse multi-cultural community.
- Must have proven ability to secure new funding, implement governmental programs, supervising multiple staff, and develop strategic service plans.
- Ability to manage multiple projects simultaneously and respond to other requests in a positive and constructive manner.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.

#### **Education or Licenses or Certifications:**

- Bachelor's degree with a major in social services, public administration, or business plus five years of professional managerial experience with in a non-profit or related community service organization.
- Advance academic training may be substituted for two years of the required work experience. Ten years of comparable work experience may be substituted for the education component and required work experience.

#### **Salary and benefits:**

Salary will depend upon qualifications. MCCAC provides a benefit package for employees.

#### **Special Requirements:**

- Position must pass a criminal history background investigation
- Possession of or ability to obtain a valid Oregon Driver's License and insurable driving record is required.
- Have the ability to travel intermittently for business.

#### **Work Environment and Physical Demands:**

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential

functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**To apply:**

Submit application materials to [janet@caporegon.org](mailto:janet@caporegon.org)

The following must be included or the application will not be considered:

- Current resume with dates of employment and education
- Cover letter outlining your interest, and strengths you will bring to this position
- Three professional references with current contact information

People of color and people with lived experience are encouraged to apply. Position open until filled. The Search Committee will hold a first round of interviews via Zoom during the week of September 28, 2020.

**No phone calls please.**