



Salisbury-Rowan Community Action Agency (SRCAA) Board of Directors is seeking to hire an energetic, innovative, and visionary leader as the Executive Director to direct its operations. SRCAA is a 501(c) (3) non-profit corporation. The agency was chartered in 1964 as an agency for the purpose of attacking and dealing with poverty. Our mission is to provide services for individuals, children and families to enhance their quality of life and promote opportunities for self-sufficiency.

General Description: The Executive Director (ED) position has strategic, tactical and operational responsibilities for the sustainability and execution of the Agency's mission. The ED is the Chief Executive Officer of SRCAA. The ED reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives. In program development and administration, the Executive Director will:

Specific committee responsibilities:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.

In communications, the Executive Director will:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Build positive relationships with partner organizations, policymakers, media and
5. Represent the organization by participating in key associations and organizations, serving on committee and advisory groups and speaking in public settings

In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top-quality people.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Finance Committee, and the board in preparing a budget; ensure that the organization operates within budget guidelines.

3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the chair and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Qualifications:

Minimum:

- Bachelor's degree in Social Work, Business Administration, Public Administration, Planning or related field;
- Ten (10) years of senior leadership experience in nonprofit preferably in a Community Action Agency setting of which five (5) or more years must have been at a supervisory level;
- Planning and working with the Board of Directors and elected officials;
- Solid understanding of the administration of grants, both in seeking opportunities and reporting on progress, including federal grants, Non-profit administrative and fiscal management and ability to create, develop and monitor budgets;
- Must be bondable, able to administer and write grants and have some experience working with low-income population;
- Basic computer skills including word processing, e-mail, Internet usage, spreadsheets or other business-related applications;
- Must submit to and satisfactorily pass a pre-employment drug test and criminal background check;
- Must live within a 30-mile radius of the main office (Salisbury, NC) within three (3) months after hiring;
- Attend periodic conferences pertaining to Executive Director's position;
- Possess valid driver's license and reliable transportation.

Preferred:

- Master's degree in Social Work, Business Administration, Public Administration, Planning or related field

Application Process: Qualified candidates should email the following items to the HR Director, no later than 5 pm Eastern Standard Time on November 15, 2019 at hrdepartment@srcaa.org

Cover Letter

Resume

Three (3) professional references or letters of recommendation

SRCAA is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with disabilities, or other applicable legally protected characteristics.

Tina Cannon

Human Resources Manager/Director

Salisbury-Rowan Community Action Agency

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