

ANNE ARUNDEL COUNTY COMMUNITY ACTION AGENCY, INC.

Vision: Community Action Agency will be the leader in addressing poverty and improving the quality of life in the communities of Anne Arundel County.

POSITION: Chief Executive Officer

REPORTS TO: Board of Directors

GENERAL PURPOSE OF JOB: The purpose of the Chief Executive Officer position is to implement the strategic goals and objectives of the Agency and to provide managerial direction and guidance in planning, organizing, coordinating, and evaluating all Agency activities.

ESSENTIAL DUTIES:

- **Board Relations** Develop and recommend to the Board of Directors specific and written long and short-range plans for the development of Agency programs and services. Maintain appropriate relations with the Agency's Board of Directors and its committees, and keep them informed. Interpret trends in the areas of service in which the Agency is engaged. Administer an orientation and training program for the Board, prepare and issue reports on a regular basis to the Board of Directors concerning administration and program operations, as well as fiscal activities.
- **General Administration** Identify, develop, revise, and recommend policies to the Board for consideration and action. Assist the Board in the formulation of policies for the effective and economical operation of the Agency. Ensure the efficient implementation of policies adopted by the Board. Ensure that legal obligations of the Agency are met and safeguard the public accountability of the Agency.
- **Financial Management** Develop and prepare for Board action all Agency budgets related to physical, financial, and human resources. Negotiate funding for Agency programs and administer resources once approved. Oversee all financial operations of the Agency including receiving, analyzing, and issuing financial reports regularly to the Board of Directors and funding sources. Monitor and evaluate fiscal systems and operations to ensure compliance with contractual

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obligations. Develop, implement, and stimulate fundraising activities in collaboration with the Board.

- **Human Resources** Select and assign appropriate staff to carry out the required activities of the Agency. Establish the professional standards of performance for Agency employees. Supervise, direct, and evaluate executive-level staff in the performance of their duties. Provide overall control and direction of the personnel function of the Agency. Provide the final decision on termination of subordinates, subject to Board review, as defined in the Agency's personnel policies. Develop an organizational structure and environment which allows for the motivation, efficiency, coordination, achievement, and enrichment of staff to best meet the Agency's goals and objectives.
- **Program Development** Direct activities for the identification and development of resources from government and private sources to meet the programmatic needs of the Agency's service areas and to fulfill the Agency's mission. Guide the direction of program development to ensure the accomplishment of service delivery. Direct a continuous planning process for establishing and achieving priorities, objectives, and long and short-range goals. Stimulate resource mobilization activities and institutional changes in response to the needs and challenges of the community as it relates to poverty. Develop and submit program proposals to potential funding sources which correspond to the Agency's strategic plan. Evaluate all services being provided by the Agency in relation to specified goals and standards, facilitating modifications where appropriate.
- **Public Relations** Interpret the function of the Agency to the community through both direct involvement and public relations programs designed by key staff of the Agency. Maintain an effective communication system with the various sectors of the community that can be beneficial to the Agency, including local, state, and federal officials, businesses, educational, religious, civic, and social organizations. Engage in public speaking activities to promote the Agency.
- **Community Relations** Act to maintain highly effective client relations within all Agency services. Facilitate and sustain

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appropriate relations with other professional and social service organizations in the community, and serve on appropriate committees and boards that are in alignment with the Agency's mission. Develop effective working relationships with local government, community organizations, community leaders, and private businesses that represent or impact the low-income community to promote community support for Agency goals and objectives.

REQUIREMENTS:

Education and Experience:

1. Master's degree, in public administration, social work, community organization, or related field.
2. Degree must have been earned at a regionally accredited institution. Terminal or Professional Degree preferred.
3. Minimum of five years of experience in a senior executive level position or evidence of comparable progressive continued education training.

Skills and Abilities:

1. Potential candidate should possess a proven track record as a successful employee within an organization with the complexity, diversity, opportunities, and challenges comparable to that of the Community Action Agency.
2. Must have demonstrated experience as a strong, visible leader with impeccable integrity and ethical conduct.
3. Should have an understanding of the goals of the Community Action Agency and the ability to articulate and implement the commitment to those goals.
4. Should have the ability to attract and train high-level staff who are equally committed to the program.
5. Must be able to work with local, state, and federal officials while at the same time maintaining the trust and confidence of the community the Agency serves.
6. Demonstrated ability to attract, retain, supervise, and motivate a diverse staff of highly qualified people.
7. Should have a broad background in Community Action or Community Action-type programs, as well as experience in working with the poor and an understanding of their needs and challenges.

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8. Thorough knowledge of administration, objectives and methods of human services programs:
 - Knowledge of agencies engaged in such programs.
 - Knowledge of the principles of public administration, personnel administration, public relations and budgeting.
 - Knowledge of the challenges which call for the use of public and private resources.
 - Knowledge of federal, state and local welfare, probation, employment, and educational programs for economically and culturally deprived people.
 - General knowledge of sociological research and trends related to poverty and human services programs.
9. The ability to guide, direct, coordinate, and motivate the efforts of others.
10. The ability to interpret programs, policies, and procedures to the community.
11. The ability to develop and maintain effective relationships with officials, agencies, individuals, and staff.
12. The ability to speak and write effectively, and prepare clear, complete, and concise reports is mandatory.
13. The ability to develop and maintain community support.

Licenses and other requirements:

Must possess an automobile and have a valid Maryland Driver's License

All positions subject to background check

TO APPLY: Interested candidates must submit a resume, three (3) professional references, a writing sample and a cover letter with salary request.

SUBMIT RESUME PACKAGE TO:

Anne Arundel County Community Action Agency, Inc.

251 West Street

Annapolis, Maryland 21401

Attn: Human Resources Manager

or email to: pgulledge@tmdlcpa.com

CLOSING DATE: October 19, 2018

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