



Job Posting for Executive Director Position

Overview:

The Board of Directors of Community Action of Orleans & Genesee (CAOG) is recruiting a new Executive Director who will be responsible for the oversight and operation of the organization. CAOG, with a mission "To provide services, with dignity and respect, that help people become self-sufficient" is a part of a network of 48 Community Action Agencies in New York State.

The Executive Director functions as the Chief Executive Officer and must possess excellent leadership, communication, and facilitation skills. The Executive Director has the responsibility to implement and enforce agency and program policies established by the Board of Directors, provide leadership and direct the operations of the agency with a focus on the mission, and ensure that sound systems are in place to facilitate provision of quality services. Additionally, the Executive Director is responsible for the overall growth and stability of the organization from all aspects with particular attention to financial viability, community relations, visibility, planning and supervision of core management positions. The Executive Director should be financially savvy and politically astute with the ability to set clear priorities, delegate, and guide investment in people and systems with keen analytic, organization and problem-solving skills.

Qualifications:

- Bachelor's degree in Human Services, Public Administration, Business Administration or related field; a Master's degree in Human Services, Public Administration, Business Administration or related field is preferred.
- A minimum of five (5) years of progressively responsible experience in a human services capacity, with demonstrated ability to conceive, plan and execute programs to meet community needs (particularly low-income and disability needs).
- A minimum of three (3) years proven successful supervisory and management experience is required. Preference may be given to a candidate with CCAP and/or ROMA certification.
- Personal background checks (state and federal) including finger-prints will be required.

The salary range for this position is \$85,000-\$95,000 annually based upon experience; residency in Orleans or Genesee County within one year of accepting the job is required.

See the job description for additional information including essential responsibilities, work environment and qualifications.

To Apply

Send resume and cover letter to the New York State Community Action Association (NYSCAA) at jobs@nyscommunityaction.org dated no later than July 31, 2020.

Community Action is an Equal Opportunity Employer

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