

**REDWOOD COMMUNITY ACTION AGENCY  
EXECUTIVE DIRECTOR**

**POSITION PURPOSE**

Under the broad policy supervision of the Board of Directors, the Executive Director will provide executive leadership to the Agency and its' staff. They will be responsible to the Board of Directors for effectively managing the organization and to achieve the Agency's goals and objectives; and to satisfy its contractual and grantee obligations.

The Executive Director carries out policies and programs which focus on increased support from private and public sectors to include: securing supplemental funding for new and innovative services for the economically depressed; seeking institutional changes via advocacy; and to carry out the Agency's mission and vision.

This position is primarily office-based, but will include attending various meetings/conferences at the local, state and national levels, and will assume a leadership role at various conferences.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

- Day-to-day management and oversight of the Agency by directing the activities of staff through the Division Directors and Managers.
- Authorizes all employment decisions, such as: hiring, termination, suspension, transfer, promotion or change in compensation for all staff.
- Develops goals, objectives and operating policies to guide the organization.
- Develops long-range planning capabilities within the Agency.
- Ensures staff execution of policy decisions made by the Board; provides administrative and technical assistance to the Board and its Committees; and functions as the primary communication line between the Board and staff.
- Reviews the preparation of program proposals; the conduct of regular program evaluations; and the development of recommendations for change in ongoing programs.
- Reviews the negotiations of contracts with delegate agencies and other outside agencies and presents proposed contracts to the Board for approval.
- Provide initiative in identifying the need for action by the Board to develop or revise appropriate policies and assist the Board in interpreting the policies, directives and instructions of State and other Federal funding resources.
- Represents the Agency in its relationship with Federal, State and local funding sources; seeks out opportunities within these sources for funding of new and innovative programs on state-wide, local committees, task forces, etc.
- Ensures that internal programs are effectively coordinated and administered, and that they complement and are appropriately linked with other social service agencies within the community.
- Establishes and maintains relationships with civic and social organizations within the community and communicates Agency activities and objectives.
- Establishes community support for objectives of the Agency.
- Through supervision of, and a close working relationship with Division Directors and Managers, provides overall policy guidance and coordination of the operational arm of the Agency.
- Directly supervises and evaluates Agency Directors.
- Conducts annual performance evaluations of all staff reporting to the Executive Director.
- Oversees fiscal administration and information flow to ensure the systems provide responsible and reliable information, and reports to the Board any discrepancies or areas of concern.
- Represents the Agency, its divisions and programs, to the media and is the principle spokesperson.
- Performs travel when appropriate.
- Performs other duties as requested by the Board.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

- Management of a Community Action Agency.
- Management principles, practices and techniques applicable to the organization.
- Personnel management, as well as providing executive leadership, motivation, training and supervision to staff, including experience with appropriate delegation and follow up.
- Federal, State and local funding sources; as well as other potential funding sources.

Ability To:

- Lead, direct, supervise and positively motivate division staff.
- Oversee a large number of varied programs, projects and activities responsibly and effectively.
- Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling.
- Organize and assimilate complex information and learn new tasks quickly.
- Facilitate meetings with small to large groups of people.
- Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills in a culturally sensitive and appropriate manner.
- Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives, businesses, the community, and with individuals contacted in the course of work.
- Demonstrate critical thinking skills, creative approaches to problem solving, and effective mediation skills.
- Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA's Personnel Policies and Procedures Handbook and the Employee Code of Conduct
- Maintain a professional, confidential work environment.
- Have means and capacity to run job-related errands.
- Ensure and protect Agency, employee, program/projects, and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

**MINIMUM QUALIFICATIONS**

- BA/BS in Business Administration, Social Work, Community Planning, Principles of Organization or related field.
- Five (5) years of progressive management experience in a non-profit or community organization, as a member of the Senior Management Team in a leadership role.
- Five (5) years demonstrated experience directing, organizing and coordinating the activities of a large, professional staff, in the administration of a versatile organization.
- Must have exceptional communication skills, both oral and written; and a verbal facility to communicate effectively with the target populations, local political personages and other members of the community.
- Experience and/or training that can be directly related to the required job responsibilities may be substituted for education on a year-for-year basis.

**DESIRED QUALIFICATIONS**

- Masters' Degree in Business Administration, Social Work, Community Planning, Principles of Organization or related field.

**OTHER REQUIREMENTS**

- Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law.
- Must have means and capacity to perform job related duties with personal vehicle, as will be required, and must have proof of current automobile insurance.
- Possession of valid California Driver's License with current DMV printout showing acceptable driving record.
- Submit to fingerprinting for criminal record clearance, background checks and child abuse index checks with acceptable results.
- Proof of required education (i.e. AA, BA, MSW, etc.)
- Must have an effective means of communication at all times; a home or cell phone with the ability to accept voice messages

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
- Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
- Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
- Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

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***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***