

Community Action of Laramie County, Inc. is looking for an Executive Director with a passion for those in low-income or poverty situations, and someone who has skill in progressive business management.  A good sense of how to guide, mentor and monitor management staff is required. The right person will have the experience and ability to monitor federal and state grants and foster relationships with grantor representatives, contributors and local business partners.  The experience and ability to oversee fiscal operations and initiatives as well as monitor and guide complex programs is a must. Organizational skills, advanced time management skills and an ability to thrive in a high pressure environment will lend to success in this position.

If you enjoy a daily challenge, and you feel as though you have the skills and the abilities to lead Community Action, please go to calc.net, download and complete the Community Action of Laramie County job application, and submit it to hr@calc.net or drop it off at 211 W. 19th St., 2nd Floor.

Thank you for your interest!

Executive Director Job Description

**GENERAL DESCRIPTION**   
Directly responsible to the Community Action of Laramie County, Inc. (CALC) Board of Directors. Responsible for the efficient management of agency operations and utilization of resources in the delivery of human service programs to the community. The Executive Director is empowered by the Board of Directors (BOD, Board) to fulfill the goals and objectives of the corporation through the delegation of duties to Program Directors, appropriate auxiliary staff and volunteers. The Executive Director is the Chief Executive Officer of CALC and has full discretionary power to execute the effective administration of the corporation's day-to-day operations.  
 **JOB RESPONSIBILITIES & REQUIREMENTS**  
The following information is intended to be representative of the essential functions performed by personnel in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the duties of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned.  
  
Exercises executive supervision and control over all agency sponsored programs (Administration, Crossroads Healthcare Clinic, Head Start, Kinship Support Services and Self-Sufficiency), their operations and activities; develops and maintains a functional organizational structure for efficient operations and control; provides technical guidance and direction to Program Directors and personnel.  
Establishes and maintains positive, productive relationships with officials and representatives of other agencies and groups; attends conferences, meetings, workshops, seminars, and special events to support agency activities - will include travel.

**Board Administration and Support**  
Develops and recommends proposals for programs and policy to the BOD; implements and  
executes policy and resolutions of the Board; executes contracts and agreements as empowered by the Board; provides liaison and staff support to the Board and special committees. Responsible to regularly communicate with the Board to ensure it is fully informed on the condition of the organization, accomplishments and status of its programs, and all other important factors influencing it. Devises and implements a strategic plan for Board recruitment/election/selection; facilitates effective Board development and training activities; and with the chairperson, assists the Board to fulfill its governance function and fiduciary responsibility. Responsible to guard against and advise the Board of personal or financial conflicts of interest; develops and executes (in a timely manner) quality improvement plans that shall specify: (a) the deficiencies to be corrected; (b) the actions to be taken to correct such deficiencies; and (c) the timetable for accomplishment of the corrective actions specified. Responsible to provide leadership in developing program, organizational and financial plans with the Board and staff, and carry out plans and policies authorized by the Board. Jointly, with the chair and secretary of the Board, conducts official correspondence of the organization; and jointly, with designated officers, executes legal documents. Responsible to maintain a filing system of the official corporate records to include, at a minimum, the Articles of Incorporation, Tax Exempt Certification, Bylaws, minutes of official Board Meeting, Election Records of Low-Income Sector Representatives, Board Rosters and Member Files. Performs other functions as requested by the BOD.  
  
**Strategic Planning and Program Development**  
Responsible to maintain a working knowledge of significant developments and trends in service areas; conducts an annual community needs assessment and participates in program self-assessment efforts; facilitates an inclusive annual strategic planning process and ensures planning decisions are used in setting annual program/project goals. Provides direction and leadership toward the achievement of the organization's philosophy, mission, and strategy in a manner which ensures consistent and timely progress toward its annual goals and objectives; and promotes active and broad participation by volunteers in all areas of the organization's work. Responsible, jointly with Program Directors, to ensure that program objectives and client eligibility criteria are clearly stated criteria are clearly stated, that program activities are focused on achievement of stated goals, and that the organization is in operational compliance with funding sources and applicable federal, state, local regulations and performance standards. Responsible to provide oversight and work jointly with Program Directors to establish and maintain a formal structure for program administration to ensure quality services and for making decisions related to program design and implementation; and to evaluate corporate and program practices to ensure that no person is subjected to discrimination while participating in program activities, or in the acquisition of program services.

**Finance and Grant Management**  
Maintains active involvement in the research, development, preparation, and oversight of all grants administered by the corporation; works with the staff and Finance Committee to develop an annual budget for review and approval by the Board; reviews all applications for funding and amendments to applications for funding of programs; ensures that expenditures are within the budgeted amounts; and prepares budget revisions as needed through the year; ensures that adequate funds are available to permit the organization to carry out its work; and signs checks on behalf of the agency in accordance with CALC Fiscal Policies and Procedures to include notes, drafts, and demands for money. Responsible to negotiate indirect cost agreements and contracts for services; authorizes requisitions, purchase orders, vouchers, and payments in accordance with internal controls; maintains an inventory of agency assets and protects such assets, to include securing sufficient insurance coverage when necessary; and administers contracts as approved by the Board.

**Human Resources**  
Responsible to effectively manage the Human Resources department in the organization and execution of personnel policies and procedures that fully conform to current laws and regulations. Oversees reviews and updates of the personnel policies as needed/required and reviews all job descriptions prior to submission for Board consideration; ensures that an effective management team, with appropriate provision for succession, is in place; encourages staff and volunteer development and education, and assists program staff in relating their specialized work to the total program of the organization; promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision. Approves all contracted personnel, interns, and VISTA volunteers; authorizes staff travel and training requests consistent with the travel and training budgets approved by the Board; ensures compliance with grievance and harassment procedures; and conducts or delegates exit interviews.

**Public Relations and Fundraising**  
Ensures the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders. Monitors the release of information to the news media and general public; composes and conducts presentations to promote agency activities; publicizes the activities of the organization, its programs and goals; establishes sound working relationships and cooperative arrangements with community groups and organizations; represents the programs and point of view of the organization to agencies, organizations, and the general public. Responds to media and community inquiries for information and provides position statements on community issues or concerns. Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and maintaining complete and accurate fundraising records and documentation. Ensures fundraising practices are consistent with federal regulations for nonprofits.

**Recordkeeping and Reporting**  
Responsible for ensuring accurate and complete records; ensures the effective maintenance of official records and documents, and ensures compliance with federal, state and local regulations; works jointly with Program Directors to develop and implement an effective recordkeeping system to ensure that all records, reports, and other confidential materials relating to clients and staff shall be kept in a locked file and are made available only to authorized individuals or agencies; and maintains an operating file of specific records as may be required by funding and regulatory agencies, to include updated documentation of program expansion, alteration, and deletions.  
  
**Supervisory Requirements**  
Exercises direct supervision over Program Directors; assigns and monitors work; visits work sections to evaluate accomplishments and efficiency; evaluates administrative staff performance and completes evaluation reports; counsels personnel on job deficiencies and recommends methods of improvement; resolves personnel problems; screens, interviews, and selects personnel to fill staff positions; initiates classification action for promotions, demotions, reassignments, reprimands, and terminations; reviews and approves leave requests for assigned personnel; investigates job related accidents and injuries to determine causes and prevent recurrences.  
  
**EDUCATION & EXPERIENCE**  
Bachelor’s degree in human services, public administration, business or a related field; with 3-5 years leadership experience. Master’s degree preferred.  
  
**KNOWLEDGE & SKILLS**  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.   
  
• Must possess the executive ability to manage agency operations and community affairs  
• Must be skilled in oral and written communications to formulate written proposals, grants, and directives  
• Must be skilled in public relations and able to engage in public speaking activities extensively  
• Must be able to interpret technical information from governing directives and institute methods of control to maintain compliance  
• Must be able to manage and control financial budgets and accountable property  
• Must be able to negotiate contracts and agreements efficiently  
• Must be able to recognize and analyze community problems and needs and initiate proposals for assistance and corrective actions  
• Must have strong interpersonal skills and be able to work well with the board, staff, and general public  
• Must have strong advocacy and capacity building experience, and ability to facilitate collaborative partnerships  
• Must possess knowledge of adult education techniques, and experience developing and motivating volunteers and staff  
• Must be highly organized, comfortable and efficient in managing multiple priorities  
• Must possess a working knowledge of human resource management principles and experience supervising staff or project teams

**PHYSICAL & ENVIRONMENTAL REQUIREMENTS**  
Reasonable accommodations can be made for persons with disabilities.  
  
• While performing the duties of this job, the employee is regularly required to sit for periods of up to two hours; use hands to finger, handle or feel; is frequently required to reach with hands and arms; and is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl  
• Must occasionally lift and/or move up to 25 pounds  
• Must possess the visual acuity to focus up close and routinely work with computers  
• Must be able to hear and process ordinary conversation and telephone conversation  
• Must be able to tolerate air-conditioned buildings and fluorescent lights

**OTHER REQUIREMENTS**  
• Bondable to handle money  
• Demonstrated success with fundraising and grant writing  
• Available for frequent travel to include extended days and overnight stays  
• Evening and weekend work hours as needed  
• Professional demeanor and appearance  
• Consistently at work and on time, ensure responsibilities are covered when absent  
• Insurable for vehicle operations by CALC's insurance provider  
• Bi-lingual skills with English/Spanish speaking ability, a plus