

Pinellas Opportunity Council, Inc.
Position Description
Executive Director

Job Code: 99
Pay Grade: ED

FLSA: Hourly/Exempt
Job Type: Administration

Salary Range: \$65,933 - \$93,763

Directly Responsible To Board of Directors

Board Approval Date:

Supervision Over: All Program Directors

Summary/Objective: Under the policy direction of the Board of Directors, performs a wide range of difficult to complex management and leadership activities that serve to support effective corporate performance. Develops and effectively manages a team of diverse and talented professionals. Provides leadership and direction toward the achievement of measurable community outcomes and fiscal objectives. Establishes and maintains relationship and partnerships with POC constituencies. Advises and assists the Board of Directors in planning, policy and operations designed to achieve the CSBG Organizational Standards, ROMA, Agency's Mission, performance results, the Agency's Strategic Plan and any other requirements unique to the Community Action Agency Network, that may become effective.

Essential Functions:

- ◆ Engages Board of Directors, staff and community partners in performance expectations, the status of performance and results.
- ◆ Demonstrated abilities to secure restricted and unrestricted funds
- ◆ Abilities to establish/maintain partnerships that foster community building economic development and increase public and private fundraising.
- ◆ Coordinates a leadership system that focuses on the strategic direction of the Board of Directors that addresses poverty reduction and the mission of the Agency.
- ◆ Directs, tracks and implements the Pinellas Opportunity Councils goals, objectives, policies and procedures.
- ◆ Directs and ensures proper coordination of all administrative affairs; prepares and submits reports to the Board of Directors of finance, programs, staffing and other administrative activities; prepares agenda and documents, attends and participates in Board of Directors meetings to receive general direction.
- ◆ Supervises Program Directors
- ◆ Attends Board, CAA and community meetings.
- ◆ Responsible for planning, administering, coordinating fiscal management of programs and maintenance of program discipline as specified in funding guidelines.
- ◆ Responsible for advocating for low-income families and individuals; having a part in the design for their self-improvement; provides resources for exploration and training to empower members of the low-income community to act for and on behalf of themselves.

Executive Director cont'd:

- ◆ Provides for in-service orientation and on-going professional development of staff, and provides for appropriate training for program-related community groups to enable them to become more conversant as advocates of the poor.
- ◆ Makes available to staff, as needed, appropriate technical and consultative assistance in augmenting program effectiveness, and in achieving desired goals, expanding program opportunities, etc.
- ◆ Ability to use technology in accessing, utilizing and reporting data for internal and external communications
- ◆ Establishes efficient internal reporting systems for documentation of records and services, and appropriate retrieval systems for reporting purposes; assists in the preparation of required documentation and narrative reports to be submitted at intervals to the Board and other entities as appropriate and required.
- ◆ Performs all duties consistent with the proper and efficient carrying out of the CAA program objectives.
- ◆ Establishes a working relationship with the news media of the community.
- ◆ Directs overall and topical plans for disseminating information about the Agency.
- ◆ Analyzes all existing internal regulations and operations and develops changes to increase the overall efficiency and effectiveness of the Agency.
- ◆ Represents the Agency at meetings, conferences, training sessions, etc., pertinent to Agency's administrative matters.
- ◆ Reviews and approves all progress reports.
- ◆ Comprehensive knowledge of federal, state and local government grant requirements.
- ◆ Proficient in writing high-quality grant proposal narratives, applications, and supporting documents
- ◆ Evaluates and reviews the job performance of Department Directors.
- ◆ Mobilizes city, state and national resources to compliment and supplement services and programs provided through POC to effectively combat poverty and further goals of the Community Action Agency.
- ◆ Performs other duties as may be assigned by the Board of Directors.

Competencies:

1. Decision Making.
2. Collaboration Skills.
3. Results Driven.
4. Proficient in written and oral communication
5. Technical Capacity.
6. Teamwork Orientation.
7. Thoroughness.
8. Flexibility.

Supervisory Responsibility: This position has supervisory responsibilities.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type and Expected Hours of Work This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel: Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience: Bachelor's Degree desired (Master's Degree preferred) in Psychology, Sociology, Social Work, Public Health, Business Administration or related field and/or six (6) years experience with recognized administrative ability and proven experience in administration of a sizable for-profit or non-profit organization. A minimum of five years management experience is a ***must***.

Preferred Education and Experience: (same as above)

Additional Eligibility Qualifications: NONE

Work Authorization/Security Clearance Has to successfully pass a criminal, employment, education and drug screening background check.

AAP/EEO Statement: POC is an equal opportunity employer and does not condone any form of discrimination, including harassment, with regard to recruiting, advertising, hiring, placement, promotion, transfer, compensation benefits, disciplinary action, termination, and all other privileges, terms and conditions of employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties,