

JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

Okanogan County Community Action Council (OCCAC) is seeking an experienced and creative leader committed to our core mission of leading a revolt on poverty through education, empowerment, and engagement. The Executive Director develops and directs the human, financial and physical resources of the organization toward achieving the goals and priorities established by the Board of Directors and protects the credibility and community capital/good will of the agency.

OCCAC is a non-profit organization located in Okanogan County, Washington. Our community is rich with civic, cultural, and recreational activities any season of the year. There are incredible opportunities for those interested in the arts, along with many other recreational adventures, including rock climbing, skiing, hiking, fishing, camping and much more. Living in Okanogan County is full of excitement and a sense of community togetherness.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in business or public administration, economic or community development, human services, social work or related field, or year for year equivalent experience in executive leadership role.
- 2 years of executive level managerial or administrative experience.
- Excellent communication, interpersonal and leadership skills
- Experience working with and developing an all-volunteer governing Board of Directors
- Experience in legislative advocacy, processes, & relationship building at the state and federal levels
- Experience in management of state and federal grants/contracts
- Demonstrated creative problem-solving abilities
- Experience designing and implementing evaluation systems to achieve improved program results
- Success in community, program and/or organizational development
- Familiarity with Community Action or other multiple-funded development or service organizations
- Demonstrated successful grant/proposal writing (private, state, federal and foundations), and fundraising experience
- Willingness & ability to travel on agency business
- Valid Auto Insurance coverage
- Valid Washington State driver's license with acceptable driving record.

SALARY: \$7,646/mo – \$10,195/mo DOE, plus benefits

CLOSING DATE: 5:00 p.m. Friday, December 17, 2021.

To view full job description, visit our website: www.occac.com

Please send cover letter and resume to: OCCAC, Attn Connie, PO Box 1067, Okanogan, WA 98840 or inquire by email at connien@occac.com

EEOC/AA Employer

JOB DESCRIPTION

EXECUTIVE DIRECTOR

EXEMPT

The Executive Director develops and directs the human, financial and physical resources of the organization toward achieving the goals and priorities established by the Board of Directors, within the parameters set forth by Board policy, and protects the credibility and community capital/good will of the agency. The Executive Director assures the organization moves toward continued improvement in effective and efficient achievement of its Mission and is directly accountable to the Board of Directors.

The Board has established the following goals for the agency, for which the Executive Director is responsible.

1. Establish and maintain a system to encourage countywide community input for programs in order to better serve and to be accountable to the community.
2. Develop programs which offer people more options for long-term self-sufficiency.
3. Build creative capacity and leadership in the community, staff and Board.
4. Maximize community resources.
5. Assure access to services for people needing emergency assistance.

DUTIES & RESPONSIBILITIES:

Human Resources

- Keep all human resource activities within parameters of Personnel Law (State and Federal requirements) and the policies of the organization.
- Assure effective hiring and supervision.
- Lead the Management Team and assure its effectiveness.
- Build the capacity of Board and staff to maximize their effectiveness.
- Provide fair compensation for staff.
- Assure equitable and respectful treatment of staff.

Financial Resources

- Assure operations are maintained within the parameters and legal requirements of State and Federal standards and within the parameters of the agency's Financial Policies.
- Assure maintenance of contractual and regulatory compliance in all agency programs.
- Assure timely and accurate reporting to the Board of financial activity.
- Oversee the development and submittal of successful funding proposals.
- Serve as the agency's Contracting Officer on all contracts, and submit all applications as needed for funding proposals.
- Maintain and improve current financial and asset base.
- Create and maintain positive relationships with Funders.

Community Capital/Good Will

- Maintain Community support, engagement and representation in agency affairs.
- Increase support and good will of peer organizations through collaborative and cooperative efforts.
- Provide programs of value to our constituents, which promote personal and community development.
- Create and maintain positive relationship with County/City government.
- Represent the agency in state, regional and national organizations and activities as appropriate.

- Assure equitable and respectful treatment of clients.
- Promote positive public relations in personal, print, social, and virtual media activities.

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- Experience working with and developing an all-volunteer governing Board of Directors
- Experience in legislative advocacy, processes, & relationship building at the state and federal levels
- Experience in management of state and federal grants/contracts
- Demonstrated creative problem-solving abilities
- Experience designing and implementing evaluation systems to achieve improved program results
- Success in community, program and/or organizational development
- Familiarity with Community Action or other multiple-funded development or service organizations
- Demonstrated successful grant/proposal writing (private, state, federal and foundations), and fundraising experience
- Willingness & ability to travel on agency business
- Valid Auto Insurance coverage
- Valid Washington State driver's license with acceptable driving record.

DESIRED QUALIFICATIONS

- Demonstrated passion for and commitment to increasing opportunities for marginal/low-income individuals and communities
- Understanding of rural communities
- Valid CPR & First Aid certifications

PHYSICAL DEMANDS ON THE JOB

While performing the duties of this job, the employee is constantly required to sit, talk, see, and hear. The employee is constantly required to stand, walk, or use hands to finger, handle, or feel objects, standard keyboards and office equipment or controls and reach with hands and arms. The employee will occasionally need to lift and/or move objects up to 20 pounds and seldom lift and/or move objects up to 20 pounds above their head. Noises in the work environment are usually moderate.