



Executive Director

Multi-Purpose Community Action, a non-profit agency, is accepting applications for Executive Director. Responsible for the implementation of policies, strategic goals and objectives, fundraising, financial, program and administrative oversight of agency. Bachelor's degree with 5 years experience in administration of a non-profit social services agency.

Submit resume by July 25, 2008 to:

MPCAA

P.O. Box 305

Shelbyville, KY 40066-0305

Or by email to info@mpcaa.org

Visit www.mpcaa.org for more detail.
MPCAA is an Equal Opportunity Employer

EXECUTIVE DIRECTOR
Multi-Purpose Community Action Agency

Reports To: Board of Directors

Base Salary: \$45,000 annually with full benefit package as specified in agency policies. Starting salary may be adjusted based on experience and qualifications.

Summary: The Executive Director is responsible for facilitating all policies and plans set by the Board of Directors to achieve the mission of Multi-Purpose Community Action Agency, Inc. (MPCAA). The Executive Director will be responsible for the daily operation of the organization. Utilizing the strategic plan and the annual budget, the Executive Director will work cooperatively with and empower staff and volunteers. The Executive Director will represent MPCAA to funding sources, government officials, and the general public in a manner consistent with the Mission Statement, Vision Statement, Code of Ethics and Strategic Plan.

Essential Responsibilities and Duties:*(The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an extensive list of all responsibilities, duties, and skills required of personnel to fulfill this position.)*

1. Establish organizational structure to effectively implement and operate program goals and objectives in compliance with funding requirements.
2. Responsible for developing and directing a service delivery system in accordance with funding source expectations.
3. Oversee preparation of funding proposals. Ensure timely submission to funding sources.
4. Establish quality control safeguards to ensure programmatic and fiscal integrity.
5. Provide timely information to the MPCAA Board of Directors on strategies, objectives and priorities for agency programs in order to meet the needs of the community, utilizing information derived from agency/community needs assessments.
6. Promote collaboration and partnerships with other organizations and agencies to maximize service delivery.
7. Ensure accurate accounting to the Board of Directors and funding sources regarding all fiscal matters.
8. Act as a liaison for the Board of Directors between funding sources, which include but not limited to federal, state, city, county officials and private sector.
9. Establish and participate in strategic planning and training meetings with the Board of Directors and staff to identify current and long-range goals that meet the needs of the low-income community, elderly, and at-risk families.
10. Negotiate and/or supervise any required contracts with private subcontractors to provide services.
11. Hire and supervise all department heads and interface with them on a regular basis meeting periodically as a group and as needed on an individual basis. Perform written evaluations on a regular basis and as determined necessary.
12. Visit all MPCAA outreach sites on a regular basis.
13. Exercise independent judgement and initiative within the general policy framework established by the MPCAA Board of Directors.

14. Make effective presentations to groups and organizations to educate about the vision and mission of MPCAA.
15. Serve on local, state and/or national advisory boards as required or requested by the Board of Directors.
16. Attend meetings and conferences as required, which includes out-of-state travel.
17. Pursue relevant continuing education and professional growth opportunities.
18. Assume other duties as assigned by the Board of Directors to make the organization thrive.

Educational Qualifications / Experience

Graduation from an accredited college/university with a minimum of a Bachelor's degree in business, public administration, social services or a related field. Minimum of five years complex management experience with demonstrated ability to direct, organize, and coordinate the activities of a professional staff in the administration of a diverse organization. Demonstrated grant writing skills including initial program and budget development.

Requirements

- Extensive supervisory experience.
- Excellent understanding of fiscal management and principles of accounting. Ability to analyze complex reports and statistical data.
- Experience and understanding of laws pertaining to personnel issues.
- Understanding of cultural diversity and sensitivity to economic, language and culture differences within the population.
- Aware of the importance of a positive organizational culture.
- Excellent verbal and written communication skills.
- Ability to conceptualize innovative and visionary programs to improve the quality of life for disadvantaged residents of the communities MPCAA serves.
- Excellent interpersonal skills. Ability to interact and maintain positive working relationships with staff, board members, the community-at-large as well as funding representatives.
- Efficient with computer usage.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

(This job description in no way is to be considered an employment contract but is solely for the purpose of showing anticipated job duties for the employee. Employment with MPCAA is terminable-at-will, by either the employee or MPCAA, at any time, if either so chooses to end the work relationship with or without notice or cause.)