

JOB DESCRIPTION

POSITION TITLE: Executive Director

Approved: September 14th, 2026

STARTING SALARY: \$85,000-\$95,000

BENEFITS: Agency-paid single or family health insurance up to \$1,100/month; 4% retirement match after 6 months; Agency-paid Life Insurance

POSITION CLASSIFICATION: Full Time, Exempt

ACCOUNTABLE TO: NWCA Board of Directors

QUALIFICATIONS

A minimum of a Bachelor's degree is required: degrees in education, business administration, or social work are preferred. Additionally, experience in supervising staff, fiscal management, and administration is required. Master's degree preferred. Certified Community Action Professional (CCAP) preferred.

- Three or more years of professional experience in government, private or nonprofit administration or an equivalent combination of education and experience or a demonstrated capability to perform the job duties
- Experience with, or knowledge of, the Community Action Network.
- Direct experience supervising
- Excellent communication skills; verbal and written
- Proof of valid driver's license and current/adequate vehicle insurance coverage

PRIMARY OBJECTIVE OF THE POSITION

To provide leadership that fosters a collaborative environment to further the mission of NWCA to **assist people to achieve economic stability and build strong communities**. Exercise discretion and independent judgment. Agency Directors report to the Executive Director.

EXPECTATIONS

- Embrace, advocate, and carry out the mission, vision and core values of the Agency and adhere to all Agency Policies and Procedures
- Act as a role model within, as well as outside the Agency
- Provide friendly, responsive service to the public, community organizations and to those we serve
- Demonstrate flexible and efficient time management
- Maintain the security and confidentiality of all records and interpersonal interactions
- Work effectively and cooperatively with community partners and co-workers

- Adhere to the Community Action Code of Ethics
- Uphold the Promise and Values of Community Action

MAJOR AREAS OF ACCOUNTABILITY

Board of Directors

- Keep the Governing Board advised on all pertinent information, which is needed or desirable to enable the Board to carry out its policy making function.
- Attend all meetings of the Board unless excused and take part in the discussion of all matters coming before the Board.
- Direct the preparation of, and gain Board agreement on the goals, objectives, and priorities of the agency.
- Recommend to the Board, adoption of policies and programs, as he/she deems necessary for the conduct of an effective agency and for the improvement of administrative services.
- Responsible for training of Governing Board Directors on roles and responsibilities.
- Perform other duties and responsibilities, as assigned by the Board of Directors.

Agency-wide Oversight

- Direct and review the development of all program plans and budgets.
- Periodically review the financial status and performance standards of all programs.
- Actively follow-up proposals submitted to various sources for funding.
- Ensure that all federal, state, and local laws are carried out in the administration of programs.
- Ensure that all funding source policies, regulations, and directives are adhered to in the conduct and administration of all programs.
- Ensure that all official requests for information, as well as required reporting, are properly and promptly completed.
- Through the administrative staff, organize the agency staff and resources in carrying out agency programming.
- Direct, through administrative staff as appropriate, the activities of the agency staff in performing their assignments.
- Work with private and public agencies as the advocate for the poor, as well as other program participants, and attempt to coordinate the agency programs with other community services.
- Initiate and supervise an active public information program to ensure community awareness of the agency's goals, missions, objectives, and operations.

Human Resources Oversight

- Manage the day-to-day activities of department compliance with all areas affecting personnel policies

- Coordinate and monitor all grievances dealing with directors or staff as outlined in the Personnel Policies.
- Ensure compliance with all state/federal laws/rules/regulations.
- Supervise the Administrative and Human Resources Assistant

AMERICANS WITH DISABILITY SPECIFICATIONS

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

- *While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell.*
- *The employee must occasionally lift and/or move up to 10 pounds.*
- *Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.*

Work Environment: *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.*