

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT



CAAA EXECUTIVE DIRECTOR

The Personnel Committee of the Board of Directors of the Community Action Association of Alabama (CAAA) invites highly qualified applicants to submit a formal letter of application, professional resume and professional references for consideration as the next Executive Director of the Community Action Association of Alabama.

The CAAA is a 501c3, non-profit organization which serves as the state association of Alabama's 22 community action agencies which provide a comprehensive network of programs and services to low income families and communities in all 67 Alabama counties. The CAAA envisions a strong, committed partnership of Community Action Agencies empowered to produce measurable outcomes and results eliminating poverty. The mission of the organization is to empower our member agencies to eliminate poverty by providing resource development, coordination of efforts, technical assistance and training.

The CAAA is an Equal Opportunity employer and applicants from diverse backgrounds are strongly encouraged to apply. The CAAA does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin, sexual orientation or any other basis prohibited by applicable law.

Job Summary:

The Executive Director is the sole employee of the Board of Directors and is responsible for the overall direction, coordination and implementation of all activities of the Community Action Association of Alabama (CAAA). This position is based in the Association office (currently in Birmingham, AL) as designated by its Board of Directors.

The major duties and responsibilities include general administration, human resource management, marketing and public education, technical assistance / agency support, grant/contract management, fiscal management and statewide communication and coordination. Additional organization information including a complete job description shall be posted on the CAAA website at www.caaalabama.org.

Qualifications and Skills Required:

1. Must be a college graduate and have a B.A. at a minimum.
2. The Executive Director must be extremely organized, self-disciplined, self-directed, and highly motivated to keep up-to-date with fast moving activities. Must be

- capable of directing himself/herself and others. Must have ability to organize somewhat undefined situations.
3. Skills in non-profit management and organization are required. Excellent verbal, written, and organization communication skills are essential. Skills in conflict resolution are important.
 4. Must have strong managerial skills and be able to work well with others. Must be able to follow self-imposed schedules, meet time requirements and work long hours if necessary. Required to motivate others and supervise fairly. Required to exercise discretion and apply independent judgment in work activities. Must be able to make decisions for the betterment of the Association and not by personal biases.
 5. Must be able to handle an exceptionally diversified workload, with constantly shifting and changing priorities; have good problem-solving and analytical capabilities; solve problems creatively; work under pressure; be able to make mental judgments under stress; be highly adaptable to holding things together in the midst of change.
 6. Must demonstrate an ability to project a warm, caring, knowledgeable personality on phone and in person when representing the Association.
 7. Must have a valid Alabama driver's license, liability insurance on transportation used and be able to travel.
 8. Must be adept at public speaking in order to effectively promote the Association. Must be able to act as an active, effective advocate for the Association and the people that it serves.
 9. Must be skilled and capable to working effectively with personnel in other agencies, organizations, and private businesses.
 10. When representing the Association, must be able to maintain a commitment to a high professional standard while providing quality service and upholding the integrity of the Association.
 11. Must have knowledge of, sensitivity to, and be capable of working with people of varying ethnic, economic, social, and educational backgrounds.

Compensation

Salary and full benefits package is highly competitive in the non-profit sector and shall be set based on organizational operating budget, applicant experience and qualifications.

Electronically submit 1-page letter of application, 2-page professional resume and the names, telephone numbers and/or e-mail addresses of 3 professional references by July 15, 2010 to:

CAAA Board President Cynthia Burton
cburton@cspwal.com