

MAHONING YOUNGSTOWN COMMUNITY ACTION PARTNERSHIP (MYCAP)

Job Opportunity Announcement

Immediate Opening: EXECUTIVE DIRECTOR

Deadline: July 14, 2010

MYCAP, located in downtown Youngstown, Ohio is seeking to hire an experienced professional administrator with a minimum of 10 years of work history and knowledge of Community Action Agencies. The Executive Director will plan, implement, coordinate and direct the administration and operation of programs designed to address the agency's mission statement. An ideal candidate must have a high level of leadership skills for ensuring the ongoing effectiveness and accountability of organizational systems, finances, programmatic operations and outcomes. Experience with regional, state and federal officials at all levels will be required.

Essential Functions

- **Assume leadership in a partnership with the Board of Directors in order to assess/review the current status and viability of the agency.**
- **Develop and implement a short term plan with strategies in conjunction with the Board of Directors and the state, federal funding sources that will incorporate the resolution to programmatic and financial non-compliances.**
- **Review all governance documents and recommend changes that will assure accountability and compliances of program/budget management.**
- **Develop and implement in partnership with the Board of Directors a Public Relations Plan that will continue to facilitate the public trust and confidence in the agency's programs and services provided to the community.**

Responsibilities/Expectations

- Ability to communicate effectively, both verbally and in writing
- Ability to analyze problems and situation and take decisive and effective action
- Ability to establish and maintain effective working relationship with Board of Directors, Public and Staff
- Seek memberships on appropriate boards and committees related to the programming of the organization
- Ability to travel out-of-town for extended periods of time

Qualifications:

- Minimum of a BA and a MA preferred in Business Administration or a related field, to include experience working with federal and state programs and its regulations/contracts
- Computer literate with competence in MS Word and Excel and skills in planning, budgeting, grant management and organization
- 10 years experience working in an executive position for a profit or non-profit organization

Salary commensurate with experience and credentials. EEOE and Drug Free Workplace. View Job Description at www.mycapinfo.org

Qualified Applicants must submit a resume and 3 references to: MYCAP Search Committee, c/o P.O. Box 1713, Youngstown, Ohio 44501

DEADLINE: July 14, 2010 by 5:00 p.m. All applications must be sent to the P.O. Box. No applications or resumes will be accepted at the organization. No hand delivered applications or resumes.