

Job Announcement

EXECUTIVE DIRECTOR

Washington State Community Action Programs (WSCAP)
Olympia, WA (requires travel throughout the State)

OVERVIEW

The Board of Directors of the WSCAP seeks an experienced leader to lead a statewide association composed of 31 Washington State Community Action Agencies. In partnership with the board, the successful candidate will be prepared to carry forward and build on the 33 year legacy of WSCAP in serving low income families and individuals meet their basic needs and also provide the tools and skills to help move out of poverty and toward self-sufficiency.

He/she will be responsible for overall leadership, management, and operations of the membership organization. The focus of this position will be to enhance and strengthen the capacity of the member organization to deliver services effectively and to educate about and involve the public in the mission of Community Action.

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. Community Action cares about the entire community and is dedicated to helping people help themselves and each other.

The goals of community action programs include:

Assuring that people have the opportunity to achieve and maintain self-sufficiency;

Develop strategies that prevent poverty in the community and act as a catalyst for change;

Marshal the resources of the community to support our mission;

Assure services and resources are available to those in poverty to meet their basic needs;

Assure our individual agencies have the capacity to carry forward the above activities

ABOUT WSCAP

Established in 1976, WSCAP is the membership organization for the 31 Washington State Community Action Agencies (CAAs), which serve all 39 Washington counties. WSCAP includes 501(c)(3) and 501(c)(4) entities. For more than 33 years, these agencies have been providing vital human services to low-income individuals, families and those in need. Hundreds of thousands of people have benefited from these services and have become more self-sufficient. Twenty-seven of the agencies are private not-for-profit organizations and four are public, primarily county organizations.

These 31 Washington CAAs are major employers in their communities. All CAAs provide multiple services and receive federal, state, and local funding. One source of funding is the federal Community Services Block Grant (CSBG). These are flexible dollars that can be used *locally* for the most critical needs in each community. The purpose of CSBG funding is to provide assistance to states and local communities, working through a network of CAAs for the reduction of poverty,

the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas and migrant or seasonal farm workers to gain their highest level of self-sufficiency.

CAAs exist is to educate the community about the issues of poverty and to effectively and efficient address the issues of poverty. CAAs provide a wide array of critical services designed to provide necessary life-sustaining services that support low income individuals and families as well as the tools and skills that enable them to become more self-sufficient. For more information, see: www.wapartnership.org.

PERFORMANCE PRIORITIES FOR 2010-11

The Executive Director will:

- Represent WSCAP with Program Partners, Funders, State and Federal Legislatures, and the Media
- Provide leadership for the WSCAP Organization and provide support and guidance to the WSCAP Board of Directors.
- Promote communication and facilitate Strategic Coordination and Connections among WSCAP member agencies.
- Increase the Profile of Community Action throughout the State.
- Advocate for and Support the Federal Community Action Agenda.
- Work to diversify/expand Association funding.
- Carry forward the Association's Agenda by coordinating communication and providing linkages among various groups/programs within the WSCAP Association, which currently include:
 - The Energy Project
 - Family Development Program
 - Finance Directors' Committee
 - Development and PR Committee

GENERAL RESPONSIBILITIES

The Executive Director will:

- Ensure the execution of the decisions made by the WSCAP membership.
- Ensure that administrative support to the Board of Directors and various Committees is provided as required.
- Develop an annual Work Plan and Budget for approval by the Board of Directors.
- Develop and recommend long and short term goals for the development of WSCAP programs and services.
- Assume responsibility for financial management of the Association.
- Develop resources to carry out future goals in conjunction with the Association membership.
- Work with at-risk agencies to provide technical assistance as directed by the Board of Directors.
- Provide support to the Association lobbyist.
- Present testimony regarding legislation as directed by the Board of Directors.
- Direct staff and evaluate staff performance.
- Provide policy recommendations to the Board.
- Ensure that the Board is provided with timely communications regarding contract performance and compliance issue information and other information of general interest and usefulness to the membership.
- Maintain appropriate relations with the association membership and various committees thereof.
- Assure effective planning and coordination of Association meetings, conferences, and trainings as directed by the Board of Directors.
- Develop and maintain working relationship with other related organizations, including existing and potential funders, advocacy organizations, and state and national community actions organizations.
- As directed by the Board of Directors, attend meetings of NACAP, NCAF, Regional Conferences, and State Association Directors.

- Lead long-range planning and visioning for the WSCAP organization, including assessment of community needs, in partnership with the Board of Directors and with staff.
- Work collaboratively with the board, CAA Executive Directors, and other staff within CAA organizations to help develop and report program evaluation data.
- Serve as spokesperson responsible for public relations and act as liaison with government agencies, funders, other community agencies, and a variety of stakeholders.
- Ensure that the personnel policies of WSCAP are adhered to in all hiring and employment practices. Propose changes in policies to the board of directors. Provide for staff development activities that upgrade employee skills and motivate performance.

REPORTING RELATIONSHIPS

The Executive Director reports directly to the Board of Directors and supervises all employees of WSCAP (currently one program coordinator and a contract lobbyist).

CANDIDATE PROFILE

Required

- Passion for, and commitment to, the mission of Community Action
- Minimum of three to five years experience in executive leadership/management positions
- Strong familiarity with state legislative processes
- Significant experience working collaboratively with a variety of public and private stakeholders
- Bachelor's Degree in related field, or any combination of education and significant experience that the Board determines meets the needs and requirements of the position
- Excellent written and verbal communication skills

Desirable

- Familiarity with Community Action programs
- History of having led organizational growth and facilitating higher levels of mission achievement
- Skills including strategic planning, management of an organization serving statewide interests, and management of external relations
- Significant non-profit sector experience

SALARY AND BENEFITS

Starting salary range will be in the \$70-80,000, depending on the experience of the selected candidate. Full benefits package included.

APPLICATION PROCESS

Please submit the following materials, in a single attachment (Microsoft Word or Adobe PDF format), to WSCAP Hiring Committee at EDSearch@wapartnership.org:

- Cover letter;
- Resume; and
- References (please include email addresses, and specify the nature of your relationship with each reference).

The application deadline is January 11, 2010. Applications will be kept confidential by the search committee.

Finalists will be required to complete an application form and undergo a criminal background check as well as attend an interview in the Seattle area the week of February 22, 2010.

WSCAP is an equal opportunity employer and is committed to recruiting a broadly diverse pool of qualified candidates for this position.