

Executive Director Florida Association for Community Action

The Florida Association for Community Action is seeking to hire an active Executive Director or engage an Association Management Company to serve the statewide organization. Working in conjunction with volunteer leadership and staff, the Executive Director is responsible for the overall management and operations of the organization. In this capacity, the Executive Director provides sound programming, fiscal and personnel management, develops effective relationships with stakeholders and positively represents the association to external audiences.

The Executive Director reports to the association's Board of Directors. All functions performed by the Executive Director are carried out within parameters established by the association's bylaws, strategic plan, annual budget and other policies established by the Board of Directors.

The Executive Director maintains a high level of knowledge of and extensive experience in managing associations, membership organizations and/or nonprofit organizations. The Executive Director shall demonstrate entrepreneurial business skills for the growth and development of the association. The Executive Director shall demonstrate a strong commitment to connect, advance and lead the association's members.

The Executive Director will oversee the training, technical assistance and communications support provided to FACA member agencies and provide logistical support for FACA Board of Directors meetings.

Qualifications Required

- A minimum of 5-years' experience in non-profit management, association management, Community Action leadership, or professional business experience
- Experience working with a volunteer, nonprofit Board of Directors
- Experience with sponsorship and fundraising methods
- Demonstrated leadership ability
- Public speaking experience
- Ability to manage social media and facilitate regular and effective internal and external communication channels
- Ability to travel frequently
- Bachelor's degree in a related field from an accredited college or university
- Pass a criminal background and other integrity checks
- A valid driver's license, clean driving record and reliable transportation

Qualifications Desired

- Experience in developing and convening training workshops for member agencies
- Experience working with Federal, State and Local Government agencies
- Experience working with public and private sector funders
- Experience with fundraising and resource development
- Experience with developing and hosting annual conferences

- A Master's degree in Social Work, Public Administration, Business Administration or related field
- A minimum of five (5) years' experience in senior administration or program management
- Direct experience in the field of Community Action is a plus

The main office is based in Tallahassee.

Compensation package includes competitive salary and benefits commensurate with experience plus benefits including paid time off, health insurance and retirement.

Selection process will take place during the month of May and early June. Start date goal – July 10, 2017.

To Apply

Please send your resume and cover letter highlighting how you meet the outlined requirements including any salary expectation along with three professional references to:

FACA Search Committee
Attn: Tim Center
Capital Area Community Action Agency
309 Office Plaza Drive
Tallahassee, FL 32301

Questions can be directed to Tim Center (tim.center@cacaainc.org or 850.222.2043 x 102)

Application deadline is close of business Friday, May 12, 2017.

About the Florida Association for Community Action

Founded in 1981, the Association (www.FACA.org) serves Florida's network of Community Action Agencies by providing training, technical assistance, advocacy, and capacity building services as well as working with public and private organizations to assist with the reduction of poverty in Florida. Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. Community Action Agencies care about the entire community and are dedicated to helping people help themselves and each other. There are 27 Community Action Agencies – public and private – in Florida. Additionally, there are several providers of weatherization assistance programs, Head Start early childhood development centers and related organizations focused on serving low income and working poor populations. The Association works with the Florida Department of Economic Opportunity and other executive branch agencies, the Florida Legislature and is a member of the national Community Action Partnership.

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