

Jackson-Vinton Community Action, Inc.  
118 South New York Avenue  
Wellston, Ohio 45692  
Job Description  
September 2021

Position: Executive Director  
Reports to: Board of Trustees  
Classification: Full time/Full year  
Class: Exempt

Qualifications:

Bachelor's in Business Administration, Social Services, and/or related field; Master's degree or equivalent experience and relevant certifications/licenses, a plus. Must have strong people skills with proven success in community relationships; a proven track record of effectively leading strong advocacy at all levels and public relations work; excellent organizational management skills to develop high performance teams in a culturally inclusive environment to achieve quality projects with outcomes-based data. Expertise required for oversight and management of finance department functions, union contracts and negotiations, strategic planning, fundraising, coordination with local, state and federal agencies/officers and economic development for Appalachian Ohio. Must be a strong communicator, action oriented, team builder, with an innovative approach to business planning. Under the general direction of the Board of Trustees, the Executive Director will assist the Board in planning, coordinating, controlling and evaluating all aspects of the Agency's operation.

Major Functions/Responsibilities:

The Executive Director is accountable to the Governing Board for all performance outcomes of Jackson-Vinton Community Action, Inc. The Executive Director will serve as Chief Executive Officer in all matters as well as the Chief Public Relations Officer for the Agency. This includes the responsibility for comprehensive and effective Agency-wide planning, including all strategic, financial, program and operational planning, as well as performance monitoring.

Maintains an open, effective, and functional relationship with the Board of Directors, keeping them fully informed of all Agency activities, while obtaining approval as appropriate, and being responsive to their ideas and suggestions.

Work with the Program Directors to establish a 3-5year Strategic Plan designed to strengthen the corporation by identifying and pursuing sources for increased agency funding through federal,

state, and foundation grants, corporate donations and additional source subject to the approval of the Board of Trustees.

Oversee the adequacy and soundness of the corporation's financial structure by establishing and maintaining fiscal, property and risk management practices that conform with the procedures required by the state of Ohio and the federal government.

Ensure the timely preparation of the annual budget for each program and the corporation.

Recruit, direct, maintain and evaluate all staff pursuant to personnel policies established by the Board of Trustees.

Develop and maintain close and effective working relationship with concerned groups in the corporation service area, as well as with grantor agencies and state/federal regulators.

Assist with all Civil Rights and American with Disabilities Acts compliance requirements for program delivery of services and ensure staff are also informed.

Establish a safe work environment and ensure compliance with all agency safety policies and procedures.

Assist with other assigned duties that are deemed necessary as they arise as the internal activities of the agency change.

Do any and all things necessary to assure the smooth operation of the agency.