



## Executive Director

Community Action Kentucky, a non-profit agency, is accepting applications for Executive Director. Responsible for the implementation of policies, strategic goals, and objectives, financial, program and administrative oversight of an agency with an annual budget of \$50 million. Bachelor's degrees required. Degree may be in business, government/public administration, social services or a related field with a minimum 5 years complex management experience.

Applications must be received by January 31, 2024, by close of business.

Please mail to: Middle Kentucky CAP  
Attn: Darrell R. Shouse/CAK  
171 Howell Heights  
Jackson, KY 41339

Or e-mail to: [mked@mkcap.org](mailto:mked@mkcap.org)

Community Action Kentucky  
is an Equal Opportunity Employer

**Community Action Kentucky**  
Job Description

**Position: Executive Director**

**Exempt/Non-Exempt Status: Exempt**

**Minimum Qualifications:** A bachelor's degree is required, preferably in business, government/public administration, social services, or a related field. Minimum of five years of complex management experience required.

Candidates must either already possess their Certified Community Action Professional credential or commit to obtaining it within two years of employment.

**General Description:**

This Executive Director serves as the Chief Executive Officer (CEO) of Community Action Kentucky and is ultimately responsible for its operation. The Executive Director reports to the board of directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

**Specific Responsibilities:**

**I. Executive Leadership and Governance**

- Serves as the chief executive officer of the corporation, creating and maintain a clear vision for the organization together with the Board and responsible for carrying out the work of the organization.
- Works with the Board to fulfill its governance functions, including acting as a professional advisor and keeping the Board fully informed of the organization's conditions and operations.
- Plans, formulates and recommends to the Board or Board committees' approval of policies and programs that further the objectives of the organization.
- Fully executes all Board decisions.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff of the organization.
- Ensures that agency resources are available for implementation of organizational strategies and successful completion of the organizational plans.
- Develops and oversees the implementation of the organization's work in a way that support and advances CAK's values, vision, mission and goals.

**II. Board of Directors Communication and Support**

- Provide support and leadership through open and regular communication that assists Board members with their governance responsibilities.
- Assure that the Board is kept fully informed on the condition of the organization and all important factors influencing it.

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- Develop and maintain effective board member relationships.
- Assure that CAK has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provides leadership in developing program, organizational and financial plans with the Board and staff, and carry out plans and policies authorized by the Board.
- Plan, organize, and conduct Association meetings including Board meetings, Executive Committee meetings, Committee meetings, workshops, and strategic planning sessions.

### **III. Financial Management**

- Oversee Association and program budgets, property, and other assets.
- Develop policies and strategies for financial management including all revenues, expenses, special funds, and investments.
- Develop, maintain, and enforce strong financial practices.
- Work with the staff, Finance Committee, and the Board in preparing a budget and see that CAK operates within budgetary guidelines.
- Assure compliance with federal, state and local regulations and funding requirements.
- Develop and strengthen ties with existing funders, identify and secure new funding opportunities, and oversee the development of grants and contracts that serve the entire Kentucky CAA network, and which meet the objectives established by the Board.

### **IV. Association Office Management**

- Provide the organization with vision and leadership with a strong emphasis on ethical leadership.
- Hire, train, supervise association staff to balance organizational priorities and carry out organizational duties.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
- Jointly with the chair and secretary of the Board of Directors, conduct official correspondence of the organization, and in compliance with Board policies, execute legal documents on behalf of the Association.

### **V. Communications and Advocacy**

- In association with the Business Development Committee, implement an ongoing communications and marketing strategy to build a respected, strategic and effective network committed to fighting poverty throughout the Commonwealth.
- Advocate for public policies designed to strengthen low income families and the Community Action network that serves them.
- Serve as spokesperson and represent member interests with the media, Kentucky General Assembly, Kentucky's Congressional delegation, and state officials.
- Promote and communicate community action as Kentucky's economic development, social safety net, and community development response to poverty.
- In collaboration with the Issues and Advocacy Committee, develop and implement a progressive legislative agenda that addresses state and national issues of importance to low income families and the Community Action movement.

- Establish and maintain sound working relationships and cooperative arrangements with other professional groups at the state, regional and national levels to build partnerships, and coordinate efforts to end poverty.
- Work to develop consensus within Kentucky's diverse community action network; geography, and political environment.

## **VI. Educational and Agency Programming**

- Oversee educational and promotional programs that support and advance the mission of the Association and its member agencies.
- Develop leaders committed to ending poverty throughout Kentucky.
- In collaboration with the Program Committee, organize an annual calendar of educational programming designed to improve the capacity of the member agencies and their employees to address the causes and conditions of poverty.
- Provide technical assistance for local agencies on topics of interest and need within the Community Action network.
- Oversee Kentucky's statewide database of client services for the Community Action network, including reporting, trend analysis, and system enhancements that further the mission of the member agencies.