

**Executive Director
Metropolitan Action Commission
Nashville, TN**

Classification: DP02

Salary: Minimum: 158,912.10; Mid-Point: 238,368.15; Maximum: 317,824.20

The city of Nashville and Davidson County is seeking an Executive Director to oversee the Metropolitan Action Commission, the Community Action Agency responsible for providing Economic Mobility and other services to eligible residents experiencing poverty. The incumbent will report to the Board of Commissioners and the Mayor of Nashville and be responsible for leading the day-to-day operations of the Agency, which is comprised of approximately 350 employees dedicated to administering, planning, implementing, and evaluating programs that serve individuals and communities experiencing poverty. The selected candidate will develop annual and long-term objectives and manage the \$54 million budget including \$35 million in federal funding. The ideal candidate will possess strong interpersonal skills to develop community relationships with internal/external stakeholders, and work closely with a tripartite commission composed of 1/3 public, 1/3 private, and 1/3 low-income representatives from the community. In addition to being knowledgeable in addressing poverty issues they will have demonstrated experience in driving new initiatives in early education, youth, adult, employment, and community services.

The Metropolitan Action Commission (MAC) requires an executive leader with the ability to lead and manage an agency with a diverse portfolio of activities through their personal knowledge and expertise and through his or her leadership of a highly qualified senior leadership team, all with the goal of remaining a premiere agency in the achieving of outcomes through delivery of services, opportunities, and partnership with individuals in the Davidson County community of Nashville, TN. The leader must be focused on economic mobility for the agency customers with a specific focus on individuals experiencing poverty.

The skill set of the agency executive leader should at a minimum reflect the following in demonstrated experience, philosophy, and or practice:

- A strategic, visionary, outcomes oriented and results-driven leader.
- Understanding the unique role that a community action agency plays in promoting, supporting, and creating upward mobility opportunities for the residents of the community from early childhood through senior citizens.
- Demonstrating the leadership qualities required to facilitate both the visionary leadership and organization delivery of services requirements of the position, including services to children, youth, adults, and seniors through a variety of funding sources including local, state, federal and foundation funding.
- Establishing work priorities; assist in the development of organizational goals and objectives; evaluate employee performance; establish employee developmental plans

and administer all applicable personnel policies and procedures in accordance with agency and regulatory requirements.

- Demonstrating ability to communicate effectively with and respond to customers, agency team members, and their representatives, instilling a sense of dignity and value for their contributions, input, experiences, and role as contributors to their personal success as well as the success of the agency and the people it serves.
- Working in close relationship with the Metro Nashville government and its local officials as well as with the nonprofit, development, and for-profit community, and with labor unions and their representatives.
- Understanding, respecting, and appreciating the role of the Governing Body and their responsibilities in the governance of the agency and using them as a strategic partner—maintaining transparency, apprising Board members in a timely manner of developments, issues, needs and operations of the Agency.
- Ensuring agency compliance with Federal, State and Local laws and regulations including (i) applicable Department of Health and Human Services rules related to Head Start, Community Service Block Grant, Low Income Home Energy Assistance Programs, (ii) applicable Department of Labor rules and regulations relating to Workforce Innovation Opportunity Act (WIOA)
- Keeping abreast of trends in the field of human services and develop short term and long-range plans to meet the needs of individuals, families, and community as indicated by those trends.
- Employing strategies using pro-active communications and development of relationships across multiple sectors including developing a cooperative relationship with the media and achieving the status as a community leader and expert on issues effecting individuals experiencing poverty.
- Participating in speaking engagements to promote the image of the Agency. Representing the Agency in leadership roles with community agencies, trade associations, and the community at large.
- Develop/adhere to a system of organization and program evaluation utilizing data, research, and professional practice to serve as a thought leader as well as establishing best practices in the field.
- Assist in the development and preparation of an organizational budget; monitor expenditures and review internal controls for fiscal and business operational purposes in accordance with standard operating procedures and applicable local, state, and federal rules and regulations.
- Research federal, State, and local legislation; interpret regulations and make policy recommendations to the Board and policy makers.
- Ensuring the financial management of the agency is performed in accordance with applicable regulatory guidelines.

Preferred Education: Masters' degree in organizational leadership, business, general management, human services, or a related field, with minimum five years of progressive leadership experience, with at least two years at the Senior/C-suite level. Please note individuals with less than a bachelor's degree and the requisite experience will not be considered.

Comprehensive benefits package. Interested applicants, please send cover letter, resume/CV, and references to: MACEDsearch@nashville.gov

Metropolitan Action Commission considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.