

COMMUNITY ACTION PARTNERSHIP
HUNTSVILLE/MADISON & LIMESTONE COUNTIES, INC.
P.O. BOX 3975 / 3516 STRINGFIELD ROAD NW
HUNTSVILLE, AL 35810

EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

DATE: November 17, 2025

CLOSING DATE: November 30, 2025

POSITION TITLE: Executive Director

POSITION TYPE: Full-time, Exempt

DEPARTMENT/SUPERVISORY CONTROLS:

Reports to the Board of Directors.

OVERVIEW:

The Community Action Partnership of Huntsville Madison Limestone Counties, Inc. (CAPHMLC) is to assist and enable low-to-moderate income individuals to obtain the opportunities needed to prepare themselves for self-sufficiency.

CAPHMLC works to create change in the community and takes action to help ensure that residents in need can overcome their challenges and become self-sufficient. CAPHMLC is a not-for-profit 501(c)(3) organization established in 1965 to serve as the local Community Action Agency for Huntsville, Madison, and Limestone counties.

CAPHMLC is located in Huntsville, AL with satellite offices in Madison and Limestone Counties and operates with a staff of approximately fifteen. The approximate \$6.55 million budget (between grants, corporate, and private individuals) is primarily grant driven.

POSITION SUMMARY:

The Executive Director, chief executive of the Community Action Partnership, is appointed by the board of directors and reports to the board. The Executive Director is responsible for the day-to-day administration of the organization, employment of its personnel and exercising general supervision of the organization's affairs.

ESSENTIAL FUNCTIONS:

1. Leadership:

- a. Primary responsibility to the board of directors for the proper administration and implementation of all programs operated by the organization in accordance with Board policies and local, state, and federal laws and regulatory guidelines.
- b. Direct program operations to carry out Alabama Department of Economic and Community Affairs mandates to promote self-sufficiency on the part of the people, people with disabilities, and the economically under-served, adapting strategies to meet the particular needs of Madison and Limestone counties.
- c. Accountable for the overall management of the Agency, including the facilities, equipment, financial resources, and human resources.

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2. Strategic Planning:

- a. Facilitate the strategic planning process and ensure the development of a comprehensive strategic plan with measurable goals and outcomes.
- b. Monitor and report progress achieved on strategic plan goals and outcomes to the Board of Directors.
- c. Develop and monitor systems to ensure delivery of high-quality customer service throughout the Agency.

3. Customer Focus:

- a. Act as the organization's official liaison and representative in working with elected officials, funding, and regulatory agencies; and with the staff of other human services agencies.
- b. Establishes and maintains positive public relations with appropriate individuals, staff members, parents, community, and other stakeholders.
- c. Develop and monitor systems to ensure delivery of high-quality customer service throughout the Agency.
- d. Ensure the Agency develops and maintains a strong positive public image with the communities served, social service partners, and funders.
- e. Conducts and oversee extensive public relations efforts to assure a widespread cognizance and a positive image of the Agency.
- f. Oversee and manage social media, website design, and other communication channels.
- g. Work with the Board of Directors to achieve the Agency's fund-raising goals.
- h. Ability to cultivate relationships with partners and donors.

4. Measurement, Analysis, and Performance Management:

- a. Incorporate the Results Oriented Management and Accountability (ROMA) framework into overall Agency operations.
- b. Utilize measurable outcome indicators for key agency programs and activities and report progress regularly to the Board of Directors.
- c. Provide regular reports and data to the Board of Directors that demonstrate the achievement of results for established goals and objectives.

5. Human Resources:

- a. Supervises job performance by organization's staff and the proper implementation of the Personnel Policies and Procedures Manual.
- b. Ensure the Agency recruits and maintains a highly competent staff, and that any performance issues are promptly and professionally addressed.
- c. Design and implement strategies for the recruitment, training and development of the Board of Directors and staff.

6. Organizational Processes:

- a. Analyze organizational systems for suitability and effectiveness and ensure Agency policies are current and enforced.

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Executive Director

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- b. Ensure the Agency operates within the specifications of Federal, State, and local laws, guidelines, and policies.

7. Fiscal Acuity:

- a. Responsible for the financial growth and liquidity of the Agency.
- b. Follow all Federal and State fiscal requirements and ensure systems of internal control and financial reporting are in place that meet or exceed Generally Accepted Accounting Principles (GAAP).
- c. Oversee the fiscal operations of the Community Action Building Corporation.
- d. Establishes and maintains an effective system of financial accountability and controls for all program accounts as stipulated in the organization's Accounting Policies and Procedures Manual.
- e. Monitor financial statements to ensure the agency remains financially strong, reporting any concerns to the Board of Directors.
- f. Directs the preparation of all applications for funding, budget requests and allocations, required agency reports and all related matters necessary for responsible program operations.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- 1. Must have a college degree in public or business administration or sociology, with additional post-secondary course work in research and planning methodology, and management. A master's degree is preferred.
- 2. Work experience may be substituted for formal education where such is deemed to be of an appropriate level and depth.
- 3. Supervise subordinate staff in a responsible manner and provide capable administrative leadership and management.
- 4. Ability to work harmoniously with persons of diverse backgrounds and experiences, without regard to race, color, creed, religion, national origin, sex, age, or non-disqualifying disabilities.
- 5. Ability to work cooperatively with elected officials and the directors of other human services agencies in a manner that obtains their support for CAPHMLC's goals and objectives.
- 6. Ability to develop and maintain the trust and confidence of the organization's customer population and to articulate their needs and desires in an effective manner to those capable of providing assistance.
- 7. Vision and the ability to develop innovative strategies for dealing with the root causes of poverty in a manner that promotes self-sufficiency on the part of the economically underserved.
- 8. Exceptional written, oral, organizational, and interpersonal skills.
- 9. Must possess a valid driver's license.
- 10. Five years' experience in a Community Action Agency preferred.
- 11. Demonstrated skills in decision-making, corporate business practices, personnel management, and grant management.

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12. Highly organized and able to manage multiple projects simultaneously.
13. Willingness to work overtime, including evenings and weekends.
14. Must be willing to attend, including travel to workshops, seminars, and meetings related to professional development.

Comprehensive benefits package.

Interested applicants, please send cover letter, resume/CV, and references to:
CAPHMLC-BOD@caa-htsval.org

Community Action Partnership of Huntsville Madison Limestone Counties, Inc. considers applicants for all positions without regard to gender, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.