



West CAP Job Description

TITLE: Executive Director
DEPARTMENT: Administration
LOCATION: Corporate Office
SUPERVISOR: West CAP Board of Directors
SUPERVISEE: Associate Director for Sustainability, Associate Director for Social Development, Chief Financial Officer, Human Resource Manager
DATE: 9/20/2024

BASIC FUNCTION:

The Executive Director provides strategic leadership and oversees operations to advance West CAP's mission. This role is responsible for the comprehensive management of programs, staff, budget, and community engagement. The Executive Director ensures that services effectively address community needs, that the agency runs efficiently, and all programs adhere to local, state, and federal regulations, as well as funding requirements. In collaboration with the Board of Directors, community stakeholders, and partner organizations, the Executive Director develops long-term strategies and sustainable solutions to support low-income individuals and families.

RESPONSIBILITIES:

Executive Leadership and Governance

Responsible for creating and maintaining a clear vision for the organization together with the Board and for carrying out the work of the organization. Lead Board and staff in the development of strategic plans on a three-year schedule, with annual updating.

Works with the Board to fulfill its governance functions and keeps the Board fully informed of the organization's conditions and operations. Fosters effective teamwork between the Board and the staff of the organization.

Plans, formulates and recommends to the Board or Board committees' approval of policies and programs that further the objectives of the organization.

Provide trusted leadership by fostering a supportive and inclusive work environment, offering guidance and mentorship to staff. Support new and emerging leaders. Foster a collaborative and empowering work environment, address any issues or challenges that arise, and ensure that leaders are equipped to manage their teams and contribute to the organization's success.

Supervise West CAP's Operations Team by providing guidance, support, and feedback to ensure effective performance and alignment with the organization's goals. Develop and implement performance management strategies, including regular evaluations, goal-setting, and professional development opportunities.

Oversee comprehensive risk assessments to identify potential challenges and implement strategies to mitigate risks. Drive key leadership initiatives, fostering organizational growth and continuous improvement while ensuring alignment with the organization's mission and strategic objectives. Collaborate with leadership teams to implement best practices and ensure the long-term success and sustainability of the organization's programs and services.

Financial Management

Oversee the organization's financial management, including budgeting, forecasting, and financial reporting to ensure fiscal responsibility and stability. Ensure all financial strategies are aligned with the organization's goals and are compliant with all regulatory and legal requirements.

Ensure financial reports are clearly presented to the board of directors for effective communication and understanding.

Oversee West CAP's long term financial planning aligned with the organization's mission and objectives.

Advocacy & Community Engagement

Serve as the primary spokesperson for the organization, representing its mission, values, and objectives to the public, media, and key stakeholders. Build and maintain strong relationships with community leaders, counties, partners, donors, government agencies. Communicate effectively through public speaking engagements, press releases, interviews, and other media channels to enhance the organization's visibility and reputation. Ensure that messaging is consistent and aligned with the organization's strategic goals, and advocate on behalf of the organization to promote its mission and secure support.

Advocate for low-income families by strengthening existing programs and expanding services to address their needs. Actively work to enhance the organization's impact while collaborating with external partners to improve and develop programs that support families both within our service areas and beyond. Promote policies and initiatives that advance economic stability and social equity for underserved communities.

Ensure that the communities served are aware of West CAP's mission and purpose by leading outreach and awareness efforts. Develop and implement strategies to increase visibility and understanding of the organization's work through community events, informational campaigns, and partnerships.

Connect and align West CAP directly to the larger state and national Community Action network structure, including the state association, WISCAP, the National Community Action Partnership, and the National Community Action Foundation, and support their work effectively.

Develop and strengthen ties with existing funders. Assist in identifying and securing new funding opportunities and overseeing the development of grants and contracts.

Program Management & Development

Oversee all aspects of grant and program management. Ensure programs are delivered effectively and meet the organization's goals, while maintaining strict compliance with grant requirements, contractual obligations, and regulatory standards.

Oversee program performance and financial reporting, ensuring timely submission of reports to funders. Collaborate with staff to implement continuous improvement strategies and maintain alignment with local, state, and federal regulations to ensure the organization remains compliant and accountable.

Responsible for managing housing development activities that support affordable housing initiatives in our communities. This role includes maintaining ongoing relationships with developers, reviewing and approving all documents and correspondence, and ensuring minimal liability risk to West CAP.

Assist in developing new initiatives to support individuals in poverty by conducting research to identify emerging needs and opportunities. Lead efforts in grant writing and proposal development to secure funding for innovative programs. Collaborate with stakeholders to design and implement effective strategies and solutions that address the root causes of

poverty. In partnership with program leadership, evaluate program effectiveness and adjust approaches as needed to maximize impact and ensure alignment with the organization's mission and goals.

QUALIFICATIONS:

- Bachelor's degree in Nonprofit Management, Business Administration, Public Administration, Social Work, or a related field. Master's degree preferred.
- Minimum of 5 years' experience in a senior leadership role, preferably within a nonprofit organization, with a strong background in program management, grants management, financial oversight, and community engagement.
- Strong leadership skills with a track record of creating and maintaining a clear vision for the organization. Experience working with a Board of Directors to develop and implement strategic plans.
- Proficiency in financial management, including budgeting, forecasting, and financial reporting. Experience in developing and implementing financial strategies in partnership with a CFO.
- Familiarity with compliance requirements for nonprofit organizations at local, state, and federal levels.
- Strong public speaking and communication skills, with experience serving as a spokesperson for an organization.
- Proven success in advocating for policies and initiatives that support low-income families and advance social equity.
- Commitment to the mission of supporting low-income individuals and families, trauma informed care, with a deep understanding of the challenges they face.
- Proficient with Microsoft 365 applications, familiarity with financial and client management systems, and other applications that support efficiency of work.
- Demonstrated excellence in professional writing, with the ability to craft clear, persuasive, and compelling communications for a range of audiences, including board members, funders, stakeholders, and the public.
- Advanced ability to read, interpret, and analyze critical documents, including legal agreements, financial reports, contracts, grants, policies, and regulatory guidelines.

PHYSICAL QUALIFICATIONS:

While performing the duties of this job, the employee frequently sits, talks, and listens. The role also requires regular standing and walking. Occasionally, the employee must lift or move up to 25 pounds. Specific vision requirements include close and distance vision. The position may also involve occasional bending, stooping, and kneeling.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

TERMS:

Full-time, exempt position. Starting annual salary, \$120,000 to \$140,000. Full benefit package including medical, dental, retirement, flex plan, and generous paid time off.