Job Class: Executive Director

Department: Administration

Supervisor: Board of Directors

FLSA Status: Exempt Grade:22

Revision Date: October 2026

Job Summary:

The Executive Director leads Bi-County Community Action Programs (BI-CAP) in its effort to stop the generational cycle of poverty through prevention, education, and asset-building, while respectfully attending to cultural differences in the communities it serves. The executive director is responsible for the programmatic leadership, strategic planning, fundraising, financial oversight, and overall management of the organization and its collaborative partnerships. The position reports to the Board of Directors and works collaboratively with a network of community partners across the two counties.

Scope of Responsibility:

Primary responsibilities:

1. **Strategic Planning:** Sets and evaluates goals, measures outcomes, evaluates progress, reports to stakeholders, and ensures the organization continually moves forward in achieving its mission.
2. **Management:** Oversees the work of approximately 120 employees and a budget of nearly $10 million across two counties and several issue areas, ensuring effective operations, sound management practices, and organizational accountability.
3. **Public Relations:** Develops strategic relationships and meaningful partnerships with media, funders, elected officials, and community partners to advance the agency's mission and strengthen community support.
4. **Organizational Oversight:** Ensures effective systems are in place for regulatory compliance, financial accountability, risk management, organizational standards, and long-term sustainability.

Essential Duties and Responsibilities:

1. **Charts direction for the agency to achieve its mission, goals, and objectives.**
   - 1.1 Assists the Board of Directors in setting strategic direction of the agency;
   - 1.2 Executes plans set by the Board of Directors and ensures Board policies are carried out;
   - 1.3 Sets performance standards and direction that result in a motivated and competent workforce;
   - 1.4 Leads continuous improvement strategies related to development, communication, and implementation of innovative, efficient, and effective programming;
   - 1.5 Provides leadership to staff responsible for budgets, fiscal reports, fiscal planning, and funding requests to ensure long-term goals are achieved;
   - 1.6 Takes action to secure new funds and resources needed to expand, grow, enhance, and sustain programs;
   - 1.7 Establishes administrative practices that result in improved programming, processes, and human resource activities that move the organization closer to achieving its mission;
   - 1.8 Plans and executes implementation of an organizational structure suited to carry out the mission of the organization;
   - 1.9 Leads planning efforts for capital spending initiatives such as facilities acquisition, expansion, or improvements in a manner that protects the long-term stability of the organization;
   - 1.10 Provides executive oversight to ensure the agency meets and maintains compliance with the Community Services Block Grant (CSBG) Organizational Standards, including required assessments, policies, documentation, and reporting;
   - 1.11 Works collaboratively with the strategic planning and continuous improvement efforts;
   - 1.12 Ensures agency planning, program development, and resource allocation are informed by community needs, program outcomes, stakeholder input, and emerging opportunities to address the causes and effects of poverty;
   - 1.13 Ensures appropriate systems are in place to monitor agency performance, evaluate

program effectiveness, and identify opportunities for organizational improvement.

1.14 Ensures significant legal, regulatory, employment, contractual, and operational risks are appropriately evaluated and addressed, consulting with legal counsel and other professional advisors as needed;

1.15 Ensures appropriate emergency preparedness, business continuity, and organizational succession-planning practices are in place to support continued operations during significant disruptions or leadership transitions.

2. Provides leadership direction and supervision to agency directors and leaders.

2.1 Oversees processes related to hiring, transfer, suspension, lay off, recall, promotion, discharge, assignment, reward, grievances, and employee discipline, in accordance with agency policies and applicable requirements;

2.2 Leads management in creating and maintaining a positive work environment and fostering effective staff performance;

2.3 Conducts ongoing feedback, coaching, mentoring, and timely performance appraisals for assigned employees and ensures supervisors meet their obligations to do the same;

2.4 Assesses staff development needs and directs the provision of staff training;

2.5 Develops agency leadership capacity through professional development, succession planning, and effective management practices that support organizational continuity, employee engagement, and long-term success;

2.6 Ensures agency directors and leaders understand their responsibilities for program performance, regulatory compliance, financial accountability, personnel management, and effective use of agency resources.

3. Manages the agency's budget.

3.1 Directs the development and implementation of operating and capital budgets for Board approval and oversight;

3.2 Analyzes past expenditures, expected needs, future cost projections, and sources of funding in order to sustain agency effectiveness and efficient use of resources;

3.3 Reviews year-to-date spending reports and monitors performance against plans during the entire budget cycle, recommending adjustments as necessary to achieve a desired balance;

3.4 Works closely with agency directors and staff to identify and pursue funding sources;

3.5 Evaluates the agency's financial sustainability, funding mix, and long-term resource needs, and develops strategies to diversify revenue, strengthen unrestricted funding, and maintain the financial stability necessary to support the agency's mission;

3.6 Provides executive oversight of financial controls, financial reporting, and independent audit processes to promote accountability, sound fiscal management, and compliance with applicable requirements;

3.7 Oversees financial planning for agency facilities, properties, capital assets, and reserves to support responsible stewardship of agency resources.

4. Communicates effectively both inside and outside the organization.

4.1 Regularly interact with the Board of Directors and management staff in formulating, guiding, and executing public communication to build public support for mission;

4.2 Routinely represents the interests of the agency by participating on state and community boards of mission-related organizations;

4.3 Communicates with others in the agency to provide information relating to work assignments and progress of work or work-related needs;

4.4 Plans and carries out internal and external communications at a level that positively impacts the morale and performance and public perception of the agency;

4.5 Leads the agency's public relations efforts;

4.6 Advocates for low-income families and individuals through community involvement at-large and through targeted relationships with organizations, businesses, and individuals.

4.7 Serves as the primary liaison to the Board of Directors, providing timely and

accurate information regarding agency performance, financial condition, program compliance, organizational risks, and significant operational issues to support informed governance and decision-making;

4.8 Builds and maintains effective relationships with funders, government agencies, community organizations, and other stakeholders to advance the agency's mission, strengthen partnerships, and support organizational sustainability.

5. Provides executive oversight of agency compliance, risk management, and organizational accountability.

5.1 Ensures appropriate systems are in place to monitor compliance with applicable federal, state, and local requirements, grant and contract obligations, and agency policies;

5.2 Provides executive oversight of monitoring results, identified deficiencies, corrective action, and required reporting to support organizational accountability and protect agency resources;

5.3 Ensures significant legal, regulatory, employment, contractual, and operational risks are appropriately evaluated and addressed, consulting with legal counsel and other professional advisors as needed;

5.4 Ensures appropriate emergency preparedness and business continuity practices are in place to support continued agency operations during significant disruptions.

5. Performs other duties and activities as directed by the Board of Directors.

Qualifications:

Collaborative. Ability to develop, maintain, and nurture relationships both inside and outside the organization; actively seeks out opportunities to learn from, and work effectively, across differences in race, culture, education, personality, life experience, and perspective.

Strategic Thinker. Ability to analyze organizational strengths and weakness, contextualize them within broader opportunities and threats, and develop strategic priorities to move the organization forward in achieving its mission.

Results Oriented*.* Has a strong sense of urgency about solving problems; develops challenging but achievable goals; inspires self and others to meet and exceed ~~goals~~ expectations.

Personal Credibility*.* As the face of the organization, BI-CAP's executive director must be abundantly trustworthy, reliable, and responsible and committed to ethical leadership, transparency, and accountability.

Organizational Leadership**.** Demonstrates the ability to lead a complex organization, develop effective management teams, establish clear expectations, and promote a culture of accountability, collaboration, and continuous improvement.

Financial and Administrative Oversight. Demonstrates the ability to oversee organizational budgets, financial reporting, resource development, internal controls, and long-term financial sustainability.

Compliance and Risk Management. Demonstrates the ability to provide executive oversight of regulatory requirements, grant and contract obligations, organizational policies, and risk management practices while ensuring appropriate delegation and follow-through.

Governance and Community Engagement. Demonstrates the ability to work effectively with a governing Board of Directors, support sound governance practices, build community partnerships, and advocate for individuals and families experiencing poverty.

Required Experience:

- 5 years senior level leadership experience
- Demonstrated commitment to BI-CAP's mission

Preferred Experience:

- Nonprofit management
- Working with people in poverty

- Overseeing a budget of over $5 million
- Strong written/oral communication
- Government relations
- Direct supervisory experience
- Fundraising and donor relations
- Grants management
- Program development / evaluation
- Master’s degree
- CCAP certification *(or acquired upon hire)*

Physical Demands & Working Conditions:

Most work is performed in a normal office environment. Work is physically light, but attention to rapidly occurring and diverse activities and deadlines leads to high mental effort. Occasional driving is required to attend meetings. The job may involve dealing with and calming individuals who are emotionally charged.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the employee must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Directors retains the discretion to add duties or change the duties of this position at any time.