

Kent County is seeking a dynamic and resourceful Community Action Director to be a part of our executive team. The successful candidate will work under the general direction of the Kent County Community Action Governing Board and the Office of the County Administrator/Controller in providing strategic leadership and oversight for Kent County Community Action. Kent County Community Action's goal is to provide food, improved housing opportunities, utility assistance, home repair, weatherization services and support services for eligible County residents and seniors. The Community Action Director will lead the development of effective strategic, annual, staffing and spending plans as well as process improvements and customer service enhancements. Additional opportunities for success will be in the monitoring of human services needs, funding sources, collaboration opportunities, grant management and submission of proposals for funding eligible projects and programs. Relationship building is essential to success. Selfless leadership, a person who will listen, collaborate, and help identify eligible projects to implement grant funding that will improve access to housing, food, and other services to Kent County residents.

The successful candidate will:

- Have a bachelor's degree in Urban Planning, Public Administration, Business Administration or related field, combined with at least six (6) years of progressively responsible experience working in anti-poverty programs, government grants/contracts administration, urban and regional planning, urban renewal and redevelopment and/or housing administration, including at least three years management experience; or an equivalent combination of education and work experience.
- Have strong leadership and interpersonal skills, along with the ability to interact positively and effectively with elected officials; local government officials; other department directors; managers; local, state and federal agency representatives; contractors; community and business leaders; media representatives and members of the public from widely diverse cultural and socio-economic backgrounds.
- Be knowledgeable about the principles and practices of grant and proposal writing, grant management, and financial planning and spending.
- Be knowledgeable of health and human service programs and practices of urban development and planning.
- Bring forward excellent oral and written communication skills.
- Stay committed to excellence.
- Thrive in an inclusive, collaborative, and fast-paced work environment, where diversity, equity, and individual differences are valued.

Kent County offers a competitive benefits package that includes medical, dental, and vision plan, life insurance, paid time off, holidays, and pension plan. Apply now at: www.accesskent.com/jobs