

## **CACS Executive Director Search Announcement**

Capital Area Community Services is a large nonprofit human and social services agency based in Lansing, Michigan with an annual budget of more than \$20 million. Since 1964, CACS has served the people of Clinton, Eaton, Ingham and Shiawassee counties, building partnerships and strengthening families. CACS is part of a national network of community action agencies dedicated to eliminating the causes and conditions of poverty through community-based programs and services. Some of the programs and services operated by CACS include Head Start, Weatherization, Financial Literacy, Senior Information and Assistance, Commodity Food, Homeless Prevention and other Housing Services.

After more than four decades of dedicated and faithful service, CACS Executive Director Ivan Love will be taking on the biggest challenge of his life, retirement. While we will miss his wise leadership and vast knowledge, we are excited at the prospect of welcoming a new Executive Director to the organization.

At the direction of the CACS Board of Directors, the Search Committee is pleased to announce that we will begin accepting applications for the position of Executive Director on August 1, 2017 and will close the opportunity on August 31, 2017. The Search Committee will begin screening and interviewing qualified candidates in mid-August and select the final candidate in October 2017. The CACS Board of Directors intends for the incoming and retiring Executive Directors to have a period of 4 - 8 weeks overlap in order to ensure a smooth transition.

Qualified candidates should submit a detailed, thoughtful cover letter of no more than one page along with a resume to Julie Powers, Search Committee Chair at [jpowers@cacs-inc.org](mailto:jpowers@cacs-inc.org) in one PDF file. Additional materials submitted will not be considered.

## **CACS EXECUTIVE DIRECTOR**

### *Position Description*

**General Scope of Services:** Responsible for the overall direction, coordination and implementation of all areas of CACS including operations, fiscal and human resources, governmental affairs, communications and programs, and agency property and facilities. The Executive Director has 9 direct reports who supervise approximately 400 agency employees in 28 locations.

Our next Executive Director will possess the following Core Competencies:

- **Leadership Style:** An engaged leadership with strategic vision
- **Operational Skill:** A skilled negotiator and political advocate
- **Management Style:** A calm team builder who can focus and inspire staff, board, volunteers and the community
- **Community Engagement Philosophy:** A strong communicator who is excited about being the public face of CACS

### **Essential Duties:**

**Organization, Mission & Strategy:** The Executive Director is responsible for implementing the strategic plan for the organization, and with the support of the Board, ensures that the organization meets the mission of CACS. S/he provides the leadership and framework to develop the goals and objectives of the organization leading to desired measurable outcomes.

**Leadership, Communication & Interpersonal Skills:** The Executive Director must be passionate about the mission of CACS, Community Action and ending poverty. S/he must have high personal and professional integrity and ethics, be a team player who can build relationships with policymakers, staff, clients, board members and other nonprofit leaders and be a patient, sensitive servant leader who inspires others both at work and in the community.

**Program Management:** The Executive Director hires administrative staff, oversees all program staff, ensures that programs are implemented in a fiscally responsible and sustainable way, reviews all program reports, and actively seeks new funding streams and partnerships to best serve the community. S/he will also ensure compliance with state and federal regulations and oversee the development of agency policies and procedures.

**Financial Management & Organizational Viability:** The Executive Director ensures compliance with all regulations, managing risk for all contracts, grants and the overall viability of CACS. The Executive Director works closely with the Finance Director, department heads and other appropriate staff to create the annual budget, ensure timely payment of all relevant taxes and all required and submits necessary grant program reporting. The Executive Director is responsible for ensuring that sustainable funding is secured to maintain existing programs and to expand or create new programs that support the mission of CACS.

**Board Governance:** The Executive Director works closely with the Board of Directors, providing regular updates on CACS programs, projects and issues. The Executive Director is responsible for ensuring that the Board membership roster meets the obligations for board membership for the various programs operated by CACS. The Executive Director hosts the regular meetings of the board and makes requisite training available to board members as necessary.

## **Necessary Knowledge, Skills & Abilities:**

### **Minimum Requirements:**

- Bachelor's degree in a relevant field
- 7+ years of managing an organization with 100+ staff members and annual revenues of at least \$10M
- 7+ years experience managing grants and negotiating contracts at the federal, state and local level
- 7+ years experience successfully seeking financial support from individual donors and private foundations
- 7+ years of successful financial management experience including annual audits with no significant findings
- A strong, visible, public member of the community who is able to create partnerships with key stakeholders, funders and policymakers to support the mission of CACS
- Deep commitment to the mission of CACS

### **Preferred Qualifications:**

- Advanced degree in a relevant field
- 10+ years of managing an organization with 300+ staff members and annual revenues of at least \$20M
- 10+ years of creative, innovative and demonstrable fiscal and organizational development experience including grant writing, securing sponsorships, creating fee-for-service partnerships and growing organizations
- A strong, visible, public member of the Mid-Michigan community who is able to create partnerships with key stakeholders, funders and policymakers to support the mission of CACS
- Community Action credential or CFRE

**Compensation:** CACS offers an attractive package of benefits including health, vision, dental, life and LTD insurances as well as generous vacation, paid holidays and sick time. The established range for this position is \$85,000 - \$100,000, depending on experience.