

Action for a Better Community, Inc.
Vacancy Announcement
President and CEO

About Action for the A Better Community

Action for a Better Community (ABC) is one of nearly 1,000 nationally recognized Community Action Agencies (CAA) established under the Economic Opportunity Act of 1964 to fight America's war on poverty. Offering services in Monroe and Ontario counties, ABC annually serves over eight thousand customers offering an array of programs and services in the area of employment, early childhood education, youth services, adult education services, health services, community development and energy conservation. ABC's mission is to promote and provide opportunities for low-income individuals and families to become self-sufficient.

Persevering in its efforts to create institutional changes when necessary to make opportunity a reality for all citizens, ABC respects the dignity, value and self-worth of each and every individual. Deploying staff and volunteers who are competent, caring and who discharge their duties with patience and compassion, ABC provides assistance which promotes and supports self-sufficiency for our customers. A risk-taker in its use of new concepts and approaches to attacking the problems of poverty, ABC continuously strives to effect change in the Monroe and Ontario counties.

ABC has a twenty-one board members with equal representation from the community's public, private and consumer sectors. Over 375 staff members and 3,400 volunteers provide services from ABC's nine different locations that are easily accessible throughout the City of Rochester. In Ontario County, ABC has a delegate arrangement with Catholic Charities of the Finger Lakes and Pathstone to provide services. Additionally, ABC also has several other delegate and partner contracts, and a wide range of other partnerships that help the agency to provide services to carry out its mission.

Position Summary:

Reporting to the Board of Directors, the President & CEO, will provide executive leadership and overall direction to advance the agency's vision, mission, strategy, annual goals, and long-term objectives. The President & CEO will have full accountability for all functions and operations with key responsibilities to include Organizational Leadership, Fundraising, Staff Management, Financial Management, External Relations, and Board Relations. The President & CEO will have ultimate responsibility for developing and implementing organizational strategies to further advance its mission.

Principle Duties and Responsibilities:

- Serves as the chief administrator of the organization, with the responsibility and authority of assuring adherence to policies adopted by the Board
- Develops and maintains an effective organizational structure and management team which support the delivery of quality services to the agency's customers
 - Assures that appropriate staff resources are provided to support the operations of the Board and its committees
 - Ensures an effective management team, with appropriate provision for succession, is in place
 - Encourages staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization
 - Maintains a climate which attracts, keeps, and motivates a diverse staff of top quality people
- Recommends annual budget for Board approval and prudently manages organization's resources within those budget guidelines according to current policies, laws and regulations, by assuring appropriate systems, procedures, and financial controls are established and maintained

- Be responsible for developing and maintaining sound financial practices in collaboration with the CFO
- Work with the staff, Finance Committee, and the Board in preparing a budget; ensure that the organization operates within budget guidelines
- Ensure that adequate funds are available to permit the organization to carry out its work
- Jointly with the Board Chair, conduct official correspondence of the organization, and jointly with designated offices, execute legal documents
- Serve as an ex-officio, voting board member of the Action for a Better Community Foundation, Inc.
- Provide day to day supervision of the Foundation Executive Director on behalf the Foundation Chair
- Serves as the chief spokesperson and public figure of the agency, and effectively represents the agency to all governmental, professional, civic, and community organizations, as well as the media. Assures that the agency's programs and services are consistently presented in a positive fashion to relevant stakeholders and the community in general
 - Ensure that the Board is fully informed on the condition of the organization and all important factors influencing it
 - Oversee the publication of activities of the organization, its programs and goals
 - Establish sound working relationships and cooperative arrangements with community groups and organizations
 - Represent the programs and point of view of the organization to agencies, organizations, and the general public
- Provides strategic leadership to the agency
 - Evaluate progress towards achievement of the agency's strategic plan goals; provides reports on performance and outcomes, along with corrective action plans, where required
 - Assure that the agency fulfills its responsibilities in the areas of advocacy and the promotion of institutional change, as needed to advance the agency
 - Assure that the organization's infrastructure supports ongoing efforts in resource development

Position Qualifications:

- An advanced degree in public policy, public administration, non-profit management, business administration, or a bachelor's and equivalent experience
- Minimum of twelve – fifteen years of non-profit management/supervisory experience in an advocacy and/or public policy oriented organization, government entity, or business, focused on underserved, diverse, moderate or low-income communities
- Certified Community Action Profession (CCAP) or ability to obtain certification within 5 years
- ROMA Certification or ability to obtain certification
- Demonstrated experience in non-profit leadership, no-profit governance, and non-profit management
- Demonstrated experience in public policy platform development, advocacy and fund raising
- Media and government relations Expert knowledge of the principles of association management, public policy and advocacy, and fund/resource development
- Expert knowledge of federal and state policy and regulations governing low income/poverty fighting programs, and community block grants
- Direct staff and financial management responsibility in an organization of similar size and complexity
- Ability to lead a team to effective day-to-day operations and measurable outcomes
- Experience working effectively and collaborative with a Board of Directors
- Proven track record in non-profit fundraising as demonstrated by growing an organization's philanthropic income and base of support

- Solid, hands-on budget management skills, budget preparation, analysis, decision-making, and reporting for an agency with multiple significant funding sources
- Ability to assess existing talent and then enhance, align, and/or implement personnel changes as necessary to advance the mission-critical work of the agency
- High level of energy and enthusiasm, and a track record of professionalism, innovation, integrity, and high ethical standards
- Commitment to and knowledge of human services needs of Monroe and Ontario Counties
- Ability to think strategically, to implement innovative ideas, and to be a driver of Community Action Partnership and member goals
- Demonstrated ability and success in translating knowledge and research into public policy including a comprehensive understanding of the changing political environment and related governmental funding
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Exceptional ability to collaborate with colleagues, funders and partners
- Ability to build and grow mutually beneficial relationships across industries, party lines, and geographies
- Strong ability to persuade and negotiate as well as multi-task and decision making abilities
- Knowledge and experience in grant and proposal development
- Excellent writing, public speaking, and interpersonal skills, with a history of superior results and ability to make impactful connections with a wide range of constituencies
- Ability to convey a vision of ABC's strategic future to staff, Board of Directors, and funders

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Overnight travel is required