

Memo

To: Program Directors
From: Sarah Childress
Date: February 12, 2021
Re: Position Opening

This position is currently open. Please forward this to your employees.

JOB TITLE: Executive Director

LOCATION: Central Office

AGENCY INFORMATION: Douglas-Cherokee Economic Authority, Inc. is a Community Action Agency serving six (6) rural counties in East Tennessee – Cocke, Grainger, Hamblen, Jefferson, Monroe and Sevier. The Agency employs 516 staff and has an annual budget of approximately \$19 million. The purpose of the Agency is to help families living in poverty improve their lives by providing them with assistance and services that they are not able to provide for themselves. The focus of the Agency is to help people help themselves.

POSITION SUMMARY: This position has overall strategic and operational responsibility for the planning, development, implementation, and supervision of all activities and programs. This position recommends policies to the Board of Directors to achieve the Agency's goals and objectives and establish constructs to carry out the programs. This includes the Strategic Plan. All of these units shall be formed in a way to meet the changing needs of constituents while complying with federal, local, and state funding requirements. The Executive Director shall exercise general supervision over the administration of the Agency's business affairs, shall be the Agency's chief administrative officer, and shall have general oversight for hiring, supervising, and discharging personnel.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- A. The Executive Director is responsible for the overall management of the Agency:**
- a. Establishes effective internal policies and procedures designed to facilitate work management and operations.
 - b. Accountable for overall management of Agency's physical, financial and human resources.
 - c. Ensures that Agency and programmatic goals, objectives, budgets and work plans are developed and are consistent with Agency purpose and funding source requirements.

- d. Responsible for organizing the Agency effectively and efficiently in order to carry out its purpose.
 - e. Ensures that program operations are directed, monitored and evaluated in ways that facilitate the Agency meeting or exceeding its goals and objectives.
 - f. Ensures the Agency operates within specifications of all federal, state, and local laws, guidelines and policies.
 - g. Coordinates with the Volunteer Housing Board of Directors in development, application and construction phases of housing units and provides oversight of the operation of the management agent agreements with various complexes.
- B. The Executive Director is responsible for collaboration between the Agency and community sources:**
- a. Ensures the Agency develops and maintains a strong positive public image, and that the communities served by the Agency are aware and knowledgeable about the Agency's purpose and accomplishments.
 - b. Represents the Agency Board of Directors' point of view accurately and actively to the public and to the Agency's employees.
 - c. Establishes and maintains effective relationships with other service agencies, businesses and community organizations.
 - d. Develops effective working relationships with all Agency federal, state, and local funding sources in order to maintain a positive and supportive posture towards the Agency.
- C. The Executive Director is responsible for providing leadership to the Agency employees and volunteers:**
- a. Responsible for establishing a highly motivated work atmosphere that instills a sense of volunteer and employee pride, both in their work and in the overall accomplishments of the Agency.
 - b. Responsible for designing and implementing strategies for the development of the Governing Board and staff members to ensure volunteer and employee talents are recognized and utilized to the fullest extent possible.
 - c. Actively anticipates problems and issues that relate to the Agency's purpose and ensures that creative and innovative solutions or new approaches are developed and implemented.
- D. The Executive Director, in carrying out assigned duties, will see that:**
- a. Each Board member is aware of the Agency's mission and work.
 - b. Each Board member is focused on results, making policy decisions anticipated to provide the best opportunities for low-income families.
 - c. Board members are recruited in the manner most likely to result in a Board that is effective and representative of the community that it serves.
- E. The Executive Director will ensure the Agency is organized in such a way to operate programs in the most effective and efficient way:**
- a. Ensure a highly competent staff is recruited and maintained.
 - b. Ensure staff leaders are in full and regular communication with each other.

- c. Ensure sufficient records are kept to accurately support the management actions that are taken.
- d. Ensure organizational systems are regularly analyzed for suitability and effectiveness.

OTHER JOB RESPONSIBILITIES:

- Travels within service area and some overnight, out of area travel to meetings is required.
- Perform all other duties as assigned.
- Complies with all rules, policies and procedures of DCEA.
- Does not discriminate in the provision of services and makes sure that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race, color, religion, gender (including sexual orientation and gender identity), age, citizenship, ethnicity, national origin, disability, marital status, genetic information, or veteran status unless those exclusions are based upon bona fide qualifications mandated by program service eligibility criteria.
- This job may change at any time for any or no reason.

SUPERVISORY RESPONSIBILITIES:

Directly Supervises Directors, Administrative Operation Manager and Planning Outcomes Manager.

ROLE QUALIFICATIONS:

Experience Requirements: 3 years' Senior Management

Education Requirements: Master's degree preferred in related field, or Bachelor's degree and six (6) years related experience and/or training, or equivalent combination of education and experience that would prepare the candidate for meeting the expectations of this position.

Other Knowledge, Skills and Abilities

- Knowledge of non-profit agency management theories, practices and methods, including Board of Directors, staff roles and relationships
- Ability to speak effectively in public
- Ability to establish overall Agency operations, including Agency purpose and goals, operating objectives and the development of effective policies, procedures and practices
- Ability to understand, apply and enforce pertinent laws, policies, rules and regulations.
- Must have valid Tennessee driver's license and proof of liability insurance on automobile.
- Ability to communicate clearly, both orally and in writing.
- Ability to maintain records and prepare required reports.

Hours and Benefits: Full-time; Exempt

To Apply: Send resume to: DCEA Human Resources, Attn: Executive Director, P.O. Box 1218, Morristown, TN 37816 or email to awhite@douglascherokee.org.

Deadline to Apply: 4/9/2021

