

ACAAA Chief Operations Officer Job Description

POSITION SUMMARY

The Chief Operations Officer facilitates the coordinated effort of association member agencies to implement the mission of reducing poverty and promoting self-sufficiency in Arkansas. In conjunction with the Board of Directors, the Chief Operations Officer identifies priorities and implements policies. He/she manages the day-to-day business of the association, including personnel, fiscal, and organizational issues and assuring progress toward meeting ACAA's strategic plan. The Chief Operations Officer assists with training, technical assistance, and communications support provided to the member agencies through the association. He/she works with the ACAA Board of Directors to increase the effectiveness and visibility of Community Action programs and develops positive and effective relationships with various funding sources, regulatory bodies, community partners, the media, elected officials, and the public in Arkansas and throughout the United States.

ESSENTIAL FUNCTIONS

- Ensures the association makes progress toward meeting the objectives in the ACAA Strategic Plan and tracks outcomes to show impact of the organization toward its mission.
- Addresses member agencies' needs in training, technical assistance, communications support, and advocacy.
- Manages the day-to-day business of the association.
- Develops an annual budget for review and approval by the ACAA Board.
- Prepares grant proposals, related reports, and budgets for approval by the ACAA Board in a timely manner.
- Ensures the association meets deliverables as required by grant awards and contract agreements, and reports progress to the ACAA Board.
- Coordinates with the fiscal agent to ensure grant and contract compliance, as well as timely reporting to the ACAA Board.
- Procures additional resources to support association goals and activities.
- Hires, supervises, and evaluates association staff and promotes a team-based relationship.
- Keeps the Board fully informed of the conditions and operations of the organization.
- Attends all meetings of the Board and the Executive Committee as scheduled.
- Appropriately balances the demands of the association's internal and external constituents.
- Reviews ACAA's Personnel Policy Manual and Fiscal Procedures Manual annually and makes recommendations for changes to the ACAA Board.
- Provides security for all files, legal documents, and sensitive information.
- Represents the Association at meetings, conferences, and training events, both in-state and out-of-state.
- Keeps updated on issues affecting member agencies, Community Action programs, and people living in poverty.
- Performs other duties deemed necessary or as assigned by the Board of Directors.

WORK ENVIRONMENT

- Work is performed primarily in an office environment, with travel both in-state and out-of-state required periodically.

ACAAA Chief Operations Officer Job Description

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to manage a private, nonprofit association, including an understanding of the legal responsibilities and constraints of such organizations.
- Ability to obtain and manage external grants and contracts.
- Ability to maintain a positive team-based working relationship with all employees and provide guidance while promoting the independent performance of their duties.
- Ability to express oneself clearly and effectively in oral and written form, including public speaking using varied forms of media.
- Ability to establish and maintain effective working relationships with the ACAA Board of Directors; federal, state, regional, and local agencies; community leaders; elected officials; the media; and the general public.
- Ability to envision the broad scope of projects and policies while ensuring that details are addressed.
- Ability to analyze, think strategically, and solve problems.
- Ability to work both independently and in a collaborative team environment.
- Ability to multi-task, meet deadlines, and perform under pressure.
- Ability to implement strategies and achieve desired results.
- Ability to articulate a demonstrated understanding of and commitment to the mission and values of the association and of Community Action.
- Proficiency in Windows and Microsoft Office Suite.

EDUCATION & EXPERIENCE

- Bachelor's degree in Business Administration, Social Work, or related field (minimum of five (5) years' experience in senior administrative, program management or grant funded nonprofit may be substituted for degree requirement).
- Experience in Community Action is a plus.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that required by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities. While performing the essential duties of this job, the Chief Operations Officer may be required to read; talk; present to an audience; bend, squat, walk, and stand; sit for long periods of time; use a computer and other office equipment; travel; lift up to 25 lbs.; and/or perform any other related office functions typical for this type of role.

OTHER REQUIREMENTS

- Must pass a criminal background and other integrity checks.
- Must have reliable transportation & have a valid driver's license.

Please direct resumes to the attention of Jennifer Welter, Chair, ACAA Personnel Committee, at jennifer.welter@capcainc.org, with the email subject line "COO Application."