

Employment Opportunity – Director of Programs and Development

Arkansas Community Action Agencies Association

The Arkansas Community Action Agencies Association, the state association of the 15 community action agencies in Arkansas, is seeking a **Director of Programs and Development**.

This person coordinates, delivers, and manages assigned portions of ACAAA's professional and agency development programs, including planning, implementing, and evaluating these programs and supporting ACAAA efforts to provide relevant certifications, best practices, and development to member agencies and their community partners.

The successful candidate will be a self-starter who can work with minimal supervision as part of a small, highly-productive team. The Programs and Development Director reports to the Chief Operations Officer.

Salary is negotiable, based on qualifications. Benefits include paid health and dental insurance (employee only), paid leave and holidays, and Simplified Employer Pension (SEP) Plan. The position is full-time, non-exempt. Some travel, up to 30% of time, is required.

Qualifications include:

- High school diploma or equivalent is required.
- Experience in providing training to staff, board members, and managers of nonprofit agencies is required.
 - ROMA (results-oriented management and accountability), community action, Head Start, and/or family development experience preferred.
- Experience in leading small group exercises, as part of training sessions, is required.
- Experience in developing training materials (PowerPoint, web-based learning, lectures, etc.) is required.
- Current, or renewable, certification(s) as facilitator and/or instructor of training programs is preferred (e.g., Results Oriented Management and Accountability (ROMA) National Peer-to-Peer Training Project; University of Connecticut Empowerment Skills for Family Workers; Head Start, Community Development Institute, etc.).
- Ability to operate within defined training program budgets is required.
- Ability to compile participant responses to training evaluations and use results to improve future performance is required.
- Ability to collect training attendance and evaluation data and complete reports to funders is required.
- Ability to communicate with stakeholders, participants, and the general public to further program goals and initiatives is required.
- Ability to identify and propose new initiatives and develop funding proposals to support approved initiatives is preferred.
- Current Arkansas driver's license and proof of liability insurance is required.
- Successful candidate will be required to complete all required employment documents and a criminal background check.

Send resumé and professional references via email to Terry Bearden, Chief Operations Officer, Arkansas Community Action Agencies Association at tbearden@acaaa.org. Deadline for receipt of applications is 5:00 p.m. on November 26, 2018.