

AGENCY: New York State Community Action Association

POSITION: Executive Director

LOCATION: Albany, NY

ABOUT THE ORGANIZATION:

The New York State Community Action Association (NYSCAA) was created in 1987 to provide New York State Community Action Agencies with information, professional development, and technical assistance to enhance the capacity of agencies to serve as effective, responsive community resources.

Community Action Agencies change people's lives, embody the spirit of hope, and are dedicated to helping people help themselves and each other as they move from poverty to self-sufficiency. NYSCAA's mission is to provide services and advocacy that strengthen the ability of its members to improve the quality-of-life for low-income people throughout New York State.

Additionally, NYSCAA serves the collective interests of its members through statewide legislative advocacy; information exchange; capacity-building; and information technology services. New York State has 52 Community Action Agencies.

ABOUT THE POSITION:

The Executive Director will manage the operation of the New York State Community Action Association and enhance the capacity of the member organizations. The Director will also develop effective communication systems to educate legislators, the general public, and other providers regarding issues of poverty and effective solutions provided by the NYS network of CAAs. He or she will also create state and national alliances and partnerships that strengthen NYSCAA's mission and develop a diverse and adequate resource base. This position reports directly to the New York State Community Action Association's Board of Directors.

Responsibilities will include, but are not limited to:

Creating the annual strategic and operating plans to ensure that NYSCAA maximizes opportunities and meets its goals.

Managing a team of four or more staff to ensure progress toward goals and develop them as professionals.

Develop and maintain strong operations (i.e. asset development, financial management, data management, advocacy efforts, newsletters, conferences and workshops, etc).

Engage in state-wide legislative and advocacy efforts that impact on policy issues concerned with poverty, strengthening of low-income communities and family supports.

Writing and presenting testimony for public hearing on behalf of the 52 CAAs in NYS. Additional presentations may be required for local and national workshops and conferences.

Lead information and technology strategies to strengthen the capacity of the NYSCAA network.

Organize various conference opportunities around issues impacting low-income communities throughout New York and the country.

Write a series of reports and monthly newsletters to support the work of the network and foster communication about policy issues, best practices, workshops, trainings, and events.

Liaison with national agencies representing the community action network.

CANDIDATE REQUIREMENTS:

- Bachelor's Degree in Business, Social Work, Public Administration or Human Services field preferred and 5-10 years experience in leading statewide initiatives or equivalent combination of both
- Knowledge of public policy involving low-income community development, preferably community action
- Experience coordinating advocacy efforts
- Exceptional strategic-thinking, organizational and operational skills
- Experience executing projects to reach and exceed ambitious goals
- Highly organized and motivated to manage self and others around complex projects and work streams
- Strong team-building, negotiating and consensus-building skills
- Excellent writing and verbal communication skills
- Experience with a board of directors
- Travel is required regularly throughout New York State and occasionally nationally
- Certified Community Action Professional – CCAP a plus

COMPENSATION:

Salary for this position is competitive and depends on prior experience starting at \$75,000 annually. In addition, a comprehensive benefits package is included.

TO APPLY: send or e-mail cover letter and résumé to:

aturner@mvcaa.com

NYSCAA Search Committee

Amy Turner

Mohawk Valley Community Action Agency

9882 River Road

Utica, New York 13502

DEADLINE: December 15, 2011