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Main Office  
1514 Derry Street  
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Website: www.cactricounty.org

### Job/Position Announcement

The Community Action Commission is a multi-faceted, social-services organization that seeks an executive director with a passion for removing the barriers of poverty and creating social change. The mission of the Community Action Commission is to create and maximize the resources necessary for individuals and families to achieve self-sufficiency by opening windows to opportunity through social, community, economic development and housing services programs.

**Title:** Executive Director

**Competitive Starting Salary – Applicants must state current salary in cover letter.**

**Benefits:** BC/BS PPO, Dental, Disability, Life Insurance, Retirement Program  
Vacation, Sick, Personal Days, Holidays

**Full Time/Exempt:**   x  

### Required Core Competencies

- Minimum of bachelor's degree from an accredited college or university and at least five years of high level experience in a multifaceted, social services/economic development organization.
- Exceptional leadership ability in effectively working with a diverse range of agencies, including neighborhood groups, businesses, government agencies and multi-cultural/socio-economic communities, and the ability to lead staff to meet program goals and streamline operations in order to maximize impact of Commission.
- Excellent written, oral and public speaking skills that foster collaborative relationships with governing board, federal and state government agencies, businesses, partner agencies and neighborhood groups.
- Ability and desire to seek out and make application for qualified grants and other resources that will enable continued success of Commission's programs and services.
- Strategic problem solver who seeks creative measures to achieve agency mission by utilizing sound judgment and decision making ability.
- Demonstrated expertise in development and management of agency financial plan.

**Duties/Responsibilities:**

- Serve as the chief executive officer for the agency.
- Assist the governing board in establishing policy and planning and be accountable for the achievement of the organization's business objectives and goals.
- Recruit, hire, supervise, train, motivate, and discipline all principal staff relating to program goals and policies established by the governing board.
- Supervise the operations of the agency including personnel and fiscal departments and oversee budget administration and management.
- Provide information and counsel to the governing board and its committees to ensure effective functioning.
- Identify strategies to obtain resources to support the organization's operations and assist the governing board with fundraising.
- Promote the organization and its mission through public and community relations outreach and involvement.
- Ensure the preparation of the agency's annual report that addresses the programmatic and fiscal posture.
- Facilitate the development of all program activities for the agency.
- Serve as the Assistant Secretary/Treasurer of the Tri-County Housing Development Corporation (TCHDC.)
- Travel to all points within the service region.
- Perform other duties as assigned by the governing board.

**Residency Requirement:**

- Must reside in Cumberland, Dauphin or Perry County within six months of the date of hire.

**Closing Date: 05/26/2010**

**Special Skills:**

- Bilingual is a plus

**Submit Cover Letter/Resume and Minimum Salary Requirements To:**

Linda A. Hicks  
First Vice President  
C/o John A. Wilson  
Interim Executive Director  
Community Action Commission  
1514 Derry Street  
Harrisburg, Pennsylvania 17104

or e-mail: [jwilson@cactricounty.org](mailto:jwilson@cactricounty.org)