



Executive Director
South Central Missouri Community Action Agency
*Location: Butler, Carter, Dent, Reynolds, Ripley, Shannon and Wayne
Counties, MO*

About SCMCAA

South Central Missouri Community Action Agency (SCMCAA) has served as a resource for low income individuals and families experiencing poverty in the south-central region of Missouri for 60 years. Guided by its mission to assist low-income families in their efforts to become self-sufficient, SCMCAA delivers comprehensive, community-based programs that empower people to improve the quality of their lives, and the opportunity to eliminate the causes and conditions of poverty.

The agency's programs include community services, early childhood education, early childhood home visitation, energy assistance, employment and training services, home repair, and weatherization.

Position Overview

SCMCAA is seeking a visionary Executive Director to lead the agency and continue to expand presence in the seven-county area. The Executive Director reports to the Board of Directors and is responsible for providing strategic leadership and operational oversight to advance SCMCAA's mission. This role requires strong governance, fiscal responsibility, program quality, and community engagement, while fostering a mission-driven, supportive organizational culture. The Executive Director will be the primary representative of SCMCAA in the community, cultivating partnerships and advocating for resources that sustain and expand the agency's work.

Essential Responsibilities

- **Leadership, Governance, and Strategy**
 - Provides strategic leadership for the agency, aligning operations, programs, and services with SCMCAA's mission, values, and long-range goals.
 - Works in partnership with the Board of Directors to ensure strong governance, mission alignment, and effective policy development and implementation.
 - Keeps the Board of Directors informed by providing sufficient up-to-date information and recommending policy direction.
 - Assists the Board of Directors with the recruitment, onboarding, and engagement of members and provides the Board with staff support as needed.
 - Initiates and directs the development of annual and long-range strategic plans for the Agency.
 - Initiates and directs the ongoing assessment of community needs and coordinates planning and implementation of strategies to address those needs.
- **Staffing, Operations, and Performance**
 - Exhibits administrative leadership in personnel management and ensures compliance with Board-approved personnel policies, state contract requirements, and applicable Head Start Program Performance Standards.
 - Promotes a respectful, supportive, and accountable organizational culture.

- Directs the design, implementation, and evaluation of programs that respond to community needs and advances the agency's strategy and mission.
- Monitors outcomes, evaluates strategy effectiveness, and informs decision-making across the agency.
- Ensures the agency maintains alignment with federal, state, and local requirements and adheres to high ethical standards in its operations.

• **Financial Management and Resource Development**

- Oversees agency financial operations, budgets, and internal controls to ensure fiscal health and compliance with funding requirements.
- Coordinates agency-wide fund development activities to ensure organizational sustainability.
- Oversees communications and public relations strategies to promote SCMCAA's work and increase community awareness and support.
- Represents SCMCAA in the community and with public officials, funders, and partners to build relationships and advocate for the agency's mission and the needs of the community.

• **Other Responsibilities**

- Performs other duties as assigned by the Board of Directors.

Knowledge, Skills, and Abilities

- Knowledge of and commitment to the history, purpose, and practice of Community Action.
- Ability to foster a shared vision, inspire and motivate staff, and cultivate leadership within the organization.
- Ability to conduct comprehensive planning on an area-wide basis.
- Working knowledge of federal/state programs for low-income families and individuals.
- Ability to relate to and build relationships with the service area and wider community.
- Strong collaborative leadership skills.
- Strong verbal and written communication, organizational and interpersonal skills.
- Ability and method to travel throughout Missouri, the country and the service area.

Qualifications

- Bachelor's degree from an accredited college or university; graduate study in the general areas of sociology, psychology, and/or administration and supervision preferred; and ten years of qualified experience in leadership or supervisory capacity with responsibilities related to or similar to those inherent in this position. These qualifications may be satisfied through a combination of relevant education and experience.
- Working knowledge of nonprofit fiscal management.
- Familiarity with strategies for sustaining and growing funding streams and financial resources, including grant writing.
- Demonstrated ability in public speaking.
- Proven success working in partnership with a nonprofit board of directors.
- Experience fostering team culture and developing staff at all levels.
- Ability to recognize and understand the causes of poverty and the conditional and environmental effects of poverty.
- Ability to relate to individuals across socio-economic backgrounds and work well with both content and context experts.

- Demonstrated personal integrity, authenticity, and a strong commitment to the mission of Community Action.
- Certified Community Action Professional preferred or obtain within two years of employment.
- Must reside in the agency service area.
- Must have reliable transportation and a clean and valid MO Driver's License.

Beginning Salary Range: \$84,136, plus health, vision and dental insurance, retirement plan, employer-paid life coverage, and optional supplemental benefits.

To apply, submit a cover letter and resume to
scmcaa@hotmail.com