



Community Action Committee. Inc. of Chambers – Tallapoosa – Coosa

The Board of Directors of the Community Action Committee, Inc. of Chambers-Tallapoosa- Coosa is seeking qualified candidates for the position of Executive Director.

Community Action Committee of Chambers Tallapoosa Coosa (CACCTC) is a nonprofit community action agency which for over 60 years has served the needs of low-income families and individuals in east central Alabama. Chambers, Tallapoosa and Coosa counties comprise the geographic service area, and have a combined population of 86,470 and a poverty rate of 15.56%. CACCTC has multiple locations across their service area, with the administrative offices located in Dadeville, Alabama. A largely rural area, it is the home of Lake Martin, one of the largest manmade lakes in the U.S., a popular recreation area for swimming, boating, water skiing, camping and golfing. Dadeville is located within a half hour drive to Auburn, home of Auburn University and less than a two-hour drive to the cities of Birmingham, Montgomery and Atlanta.

The operations and policies of CACCTC are governed by a fifteen-member tri-partite Board of Directors comprised of elected officials, private sector representatives and low-income or community representatives. In recent years, the organization's annual budget has been in the range of \$6 to \$7 million, but swelled to nearly \$10 million in the current year as a result of temporary funding through the CARES Act and the American Rescue Plan Act.

The Executive Director, leading a team of 80 staff members, works in partnership with the Board to accomplish CACCTC's mission and is accountable for the success of the agency to its customers and funders. The ideal candidate for this position is passionate about empowering low-income people to achieve their goals and enjoy economic stability.

The CACCTC provides an array of services and benefits directed toward improving the economic status of low- and moderate-income persons, including:

- Head Start
- Alabama's First Class Pre-K
- Energy Assistance programs
- Weatherization Assistance programs
- Child and Adult Care Food Program/Family Day Care Program
- Rental assistance
- Medical prescription assistance

The Executive Director serves as the chief executive officer, creating and maintaining a clear vision for the organization and responsible for carrying out the work of the agency. A qualifying candidate will have:

- A bachelor's degree in public administration, social sciences or a related field from an accredited college or university, with preference to individuals possessing a Master's degree in an appropriate area of study. The board, in its judgement, may accept professional experience and training in lieu of defined educational qualifications provided that such experience and training is equivalent to the required educational qualifications.
- Demonstrated leadership, relationship-building, management and communication skills.
- At least 5 years' experience managing and guiding an organization or division of an organization. Experience as an administrator within the community action network is preferable.
- A strong understanding of nonprofit finance and fund accounting.
- Experience engaging and working with diverse and underrepresented people and communities.
- Demonstrated ability to supervise subordinate staff and provide administration guidance, management and leadership.
- Demonstrated ability to work successfully with persons of different backgrounds and experiences.
- Successful track record in developing and implementing plans and strategies toward achieving an organization's goals and objectives.
- Strong verbal and written communication skills.
- Knowledge of nonprofit operations, policies, procedures, funding sources, federal and state program policy requirements and regulations.
- Although not required, candidates with one or more appropriate community action professional certifications preferred.

A complete job description can be found by going cacctc.com

The Executive Director's compensation includes an entry annual salary of \$100,000 to \$125,000 depending on experience and qualifications. In addition, employees of CACCTC enjoy agency assistance for medical insurance costs, life insurance, sick leave and paid time off, and agency contributions to an employee retirement plan. Employees of CACCTC follow the State of Alabama holiday schedule, which provides for 15 paid holidays during each calendar year.

Interested candidates meeting the defined qualifications should submit a cover letter, a detailed resume outlining qualifications and relevant professional experience, and a completed application <https://www.cacctc.com/download/cacctc-employment-application>

to jheard@cacctc. Applications will be accepted through the close of business November 29, 2024.