

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Executive Director
LOCATION: Benton Administration Office
HOURS: 8:00am - 4:30pm
FULL-TIME: Exempt **PART-TIME:**
APPLICATION DEADLINE: Until Filled

DATE POSITION TO BE FILLED: As soon as possible

SALARY: \$ 95,950.00 per Year

JOB DUTIES:

Responsible for the overall administrative & management functions of the agency in pursuit of the mission, goals and objectives as established by the Board of Directors.

Work with the Board of Directors to identify, plan and develop policy governing the agency's programs and administration, execute policies as established and develop procedures consistent with policies.

Provide administrative support, information and reports to the Board to facilitate action

Oversee the development and maintenance of sound fiscal control systems and procedures, recommending budgets and necessary amendments for approval by Board of Directors.

Hire or approve hiring, and dismiss or approve dismissal of all subordinate staff

Supervise the management of the agency meeting with senior staff to oversee the planning, implementation, monitoring and evaluation of the agency's programs, systems and coordination of services with other agency networks.

Ability to formulate and analysis complex budgets

Ensuring compliance with all applicable laws, regulations, funding requirements, policies and procedures

Developing resources to carry out the work of the agency; negotiating all contracts and supervise the administration of all contracts and grants awarded.

Ability to present effective and persuasive speeches and presentations on controversial/complex topics to top management, public groups, and/or board of directors

Represent the agency effectively to the public, funding sources, government agencies and other key constituencies

Ability to respond effectively to the most sensitive inquiries or complaints

Other duties as assigned

EDUCATION REQUIREMENTS: Master's degree and two years related experience or Bachelor's degree with four or more years' experience in a multi-funded organization at a senior management level; or a minimum of six years' experience at a senior management level at CADC or six years related experience and/or training with a multi-funded organization; or equivalent combination of education, training, and experience. Degrees should be in Business Administration or Public Administration or related field.

EXPERIENCE NEEDED: Excellent computer, oral / written communication, customer service, and organizational skills required. Must have time management /multi-tasking skills, able to work independently in a fast pace environment, must be dedicated, flexible and a self-starter.

Prefer one to two years related experience with private not-for profit organization. Ability to read, analyze, and interpret the most complex documents including, but not limited to, financial reports, general business periodicals, professional journals, technical procedures, or governmental regulations.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check.

DATE OF NOTICE: 03/14/18

Remove after: 03/24/18

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121