



Position: Executive Director
Responsible to: Board of Directors
Employment Status: Full Time/Exempt
Primary Work Site: Administrative Office
Salary: \$115,000 - \$150,000

ABOUT THE ASSOCIATION:

The Ohio Association of Community Action Agencies, along with its sister organization, Ohio Community Action Training Organization, exists to support its members, strengthen a unified Community Action presence, and address the need for quality training for providers of services to low-income populations in Ohio.

GENERAL RESPONSIBILITIES:

The Executive Director is the CEO and is responsible for all operations of the Association. This includes fiscal operations, personnel management, monitoring legislative and administrative actions, strengthening agencies with opportunities for training and funding, and representing OACAA at various levels of government.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Ensure the growth and strengthening of Ohio's Community Action Agencies and of the Association are the highest priorities.
- Advocate to strengthen Ohio's Community Action Agencies with legislators in Ohio and Washington D.C. and the Ohio and National Administrations.
- Coordinate legislative and public policy advocacy work with the National Community Action Foundation and other national, regional, and state associations which can advance the mission of OACAA. Maintain a working relationship with legislative and administrative leaders.
- Direct the long-range planning, policy development, and decision-making for the Association.
- Develop training to serve local Community Action Agencies.
- Provide leadership in determining and communicating the mission of the Association. Ensure that actions are mission-driven.
- Ensure compliance with all applicable state and federal laws and regulations.
- Advise the Board on operational, programmatic, and fiscal matters.
- Ensure the Executive Committee is updated when necessary between Board meetings on any issues of importance.
- Attend Board and Committee meetings and ensure reports are prepared. Ensure the Board agenda and minutes are prepared.
- Ensure that policy changes and updates are presented to the Board for approval.
- Orient new Board members to the Community Action history, Agency and Association programs, and Board responsibilities.
- Create and maintain a team environment, serving as a good teammate as well as team leader.

- Responsible for hiring and termination of staff including hiring in a timely manner and ensuring diversity in employment.
- Maintain responsibility for the Association budget and present to the Board a yearly budget for approval. Responsible for staying within the approved budget unless otherwise approved by the Board. Assist in all Association audits.
- Oversee the process of planning, development, and implementation of Association programs.
- Ensure the investigation of critical incidents including follow-up and/or corrective action.
- Attend meetings, conferences, and training seminars to maintain and increase needed knowledge and skills.

EDUCATION:

Bachelor’s degree is required, master’s degree preferred. Knowledge of Community Action and its history is expected.

EXPERIENCE:

- Experience with the Ohio General Assembly, Congress, or the Executive Branch of Ohio’s government.
- Minimum of three years relevant management experience with progressive levels of responsibility in a nonprofit agency or association preferred.
- Experience in grant research and writing, and responsible for the securing of funds through grants and funding opportunities is a plus, but not required.

SKILLS:

- Excellent organizational abilities;
- Strength in both verbal and written communications;
- Ability to assist and relate to a diverse population and multiple cultures;
- Ability to plan, implement, understand, and evaluate programs;
- Knowledge of basic public relations, at a minimum;
- Knowledge of basic and necessary computer programs and software required.

CODE OF CONDUCT:

Responsible for maintaining conduct for self and others with the highest level of ethical standards and within the standards of the OACAA Personnel Policies Manual.

ADA REQUIREMENTS:

- Some bending and stretching required;
- Must be able to lift 20-40 lbs.

OTHER EXPECTATIONS:

Expected to work evenings, weekends, and holidays as needed. Required to travel to the facilities and community locations of member agencies. Overnight travel will be required. Valid driver’s license and automobile insurance required. Must be able to pass both the BCI and FBI background checks.

Residency in Central Ohio is a plus.

BENEFITS:

The Ohio Association of Community Action Agencies offers a comprehensive benefits package that includes the following:

1. Health/Dental/Vision insurance
2. Employer-paid life insurance
3. Paid time off including:
 - a. Vacation
 - b. Bereavement
 - c. Sick leave
 - d. 13 paid holidays plus one floating mental health day
4. Safe Harbor 401K with 5% match, eligibility for the match after one year
5. Flexible Spending Account after one year of employment

TO APPLY:

No phone calls. Deadline to apply: May 26, 2025, at 5:00 p.m. ET. Submit a cover letter, resume, and professional references via email to jobs@oacaa.org, Subject: OACAA Executive Director.

Ohio Association of Community Action Agencies
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Columbus, OH 43215
jobs@oacaa.org