



Ross County Community Action Commission, Inc.

250 N. Woodbridge Avenue • Chillicothe, Ohio 45601

Telephone: (740) 702-7222 • Fax: 740) 702-7220

Executive Director

Ross County Community Action Commission

Salary: 60k -70K; Exempt

Deadline: Tuesday, June 18 at 4pm

Duties & Responsibilities

The Executive Director is accountable to the Governing Board for all performance outcomes of Ross County Community Action. The Executive Director will serve as Chief Executive Officer in all matters as well as the Chief Public Relations Officer for the Agency. This includes the responsibility for comprehensive and effective Agency-wide planning, including all strategic, financial, program and operational planning, as well as performance monitoring.

- Responsible for effective leadership that supports the organizations mission and follows the strategic plan as defined by the Board of Directors
- Responsible for the design, administration, and success of all business, personnel, administrative, and financial processes, policies and procedures
- Assures that the organization is structured properly; delegates duties, responsibilities and authority appropriately within the structure
- Maintains strong relationships with the community, including individuals, groups and organizations
- Seeks new programs and funding consistent with the overall mission of the Agency
- Maintains an open, effective, and functional relationship with the Board of Directors, keeping them fully informed of all Agency activities, while obtaining approval as appropriate, and being responsive to their ideas and suggestions
- Responsible for signing all documents, contracts, agreements, and other instruments made and entered into and on behalf of the organization.
- Maintain all official records and documents to ensure compliance with all state and federal regulations.
- Performs other duties as assigned by the board

Qualifications

- Must have a bachelor's degree in a field related to Health, Welfare or Business Administration
- Must have 3 years administrative experience relevant to this position
- Must have a valid driver's license and be insurable under the Agency Insurance Policy
- Must have excellent leadership, teamwork, and organizational skills.
- Must have strong Communication and Public speaking skills
- Must be willing to travel as necessary
- Must submit to pre-employment and random drug screens and BCI/FBI background check
- Prefer experience in Non-Profit organization

Benefits

- Salary based on Experience
- Medical, Dental, Vision Insurance, Teladoc Services



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- 401K
- 13 paid holidays
- Sick, Vacation, and personal days

Please submit Cover Letter, Resume, and 3 Professional References to:

Ross County Community Action

Attn: Human Resources

250 N Woodbridge Ave

Chillicothe OH, 45601