



Location: Richland, Missouri

Missouri Ozarks Community Action (MOCA) is seeking a dedicated and mission-driven Executive Director. This person must be a strong leader committed to strengthening communities and supporting long-term self-sufficiency for the people our organization serves. MOCA provides low-income programs, Transportation, Community services, case management, Section 8 HUD Housing, LIHEAP Energy Assistance, Weatherization, and Early Head/ Start in families in 8 Counties: **Camden, Crawford, Gasconade, Laclede, Maries, Miller, Phelps, and Pulaski Counties.**

Core Responsibilities

- Establish effective internal policies and procedures for management operations.
- Accountable for overall management, physical, fiscal, and human resources.
- Ensures agency/program goals, objectives, budgets, and plans with funding requirements.
- Organizing the agency effectively and efficiently.
- Assure up-to-date job descriptions and job classifications.
- Select competent staff, upgrading and terminating when necessary.
- Lead the staff members in the performance of their assignments.
- Ensure program operations are directed, monitored, and evaluated, and ensure the agency operates within guidelines.
- Develop and maintain a positive public image.
- Represent the Board's viewpoint accurately and actively to the public.
- Keep Board members informed, prepare for Board meetings in advance, and provide updates on all departments.
- Establish and maintain effective relationships with other agencies and community organizations.
- Develop effective working relationships with all funding sources.
- Perform any related duties and tasks as assigned or needed.

Qualifications

- Bachelor's Degree in Business Administration, Business Management, or related field, may substitute 5 years of work experience in any combination of administration, management, or supervisory for degree requirements.
- Ability to communicate effectively in both written and oral form.

- Excellent eye for detail.
- Ability to operate a computer and other office equipment.
- Ability to handle program/client information confidentially.
- Ability to understand the vision and values of our agency and to implement its mission, purpose, and goals.
- Demonstrate dependable transportation, current insurance, a valid driver's license, and may be required to possess a Class E or Chauffeur's license.
- Previous experience working with Community Action Agencies and/or nonprofit organizations preferred.

Please send your cover letter, resume, and portfolio to the appropriate contact listed below.

Holly Neuman

hneuman@mocacaa.org

(573) 765-3263 EX:104