



"Dedicated to Serving"

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To all Community Action Agencies: PLEASE POST

The following position is available:

EXECUTIVE DIRECTOR for private, not-for-profit Community Action Agency. Bachelor's Degree preferred in Public Administration, Social Work, Business Administration, or related field. Six (6) years successful work experience in high-level management position w/supervisory responsibilities. In lieu of degree, 15+ years successful experience with CFS or other CAP agency may be considered. Prefer experience in management of public funds. Ability to develop, coordinate and supervise a multi-faceted agency and multi-million dollar contracts. Salary is negotiable. Based in Portland, Indiana. Fringe benefit package (health insurance not included).

- Ability to read and implement federal and state policies and regulations.
- Knowledge of budgets, audits, cost principles, cost projections.
- Ability to research, prepare and oversee grants.
- Ability to direct and supervise professional staff.
- Administrative skills: planning, organization, leadership, control, delegation and development of subordinates.
- Ability to communicate effective one-on-one and group basis.

Deadline to apply is 3/10/09. Send resume to Personnel Director, Community & Family Services, P.O. Box 1087, Portland , IN 47371 EOE