



Executive Director
Mohawk Valley Community Action Agency
Location: Oneida and Herkimer Counties, NY

About MVCAA

Mohawk Valley Community Action Agency (MVCAA) has served as a vital resource for individuals and families experiencing poverty in the Mohawk Valley for over 50 years. Guided by its mission to increase awareness of the causes and conditions of poverty, forge a future of hope, and strengthen families and communities, MVCAA delivers comprehensive, community-based programs that empower people to overcome challenges and move toward stability and opportunity. The agency's work spans early childhood education, housing support, energy assistance, family services, and workforce development, creating lasting impact across multiple facets of community life.

Position Overview

MVCAA is seeking a visionary Executive Director to lead MVCAA's continued growth and expand its positive influence in the region. The Executive Director reports to the Board of Directors and is responsible for providing strategic leadership and operational oversight to advance MVCAA's mission. This role ensures strong governance, fiscal responsibility, program quality, and community engagement, while fostering a mission-driven, supportive organizational culture. The Executive Director will be the primary representative of MVCAA in the community, cultivating partnerships and advocating for resources that sustain and expand the agency's work.

Essential Functions

- **Leadership, Governance, and Strategy**
 - Provides strategic leadership for the agency, aligning operations, programs, and services with MVCAA's mission, values, and long-range goals.
 - Works in partnership with the Board of Directors to ensure strong governance, mission alignment, and effective policy development and implementation.
 - Keeps the Board of Directors informed by providing sufficient up-to-date information and recommending policy direction.
 - Assists the Board of Directors with the recruitment, onboarding, and engagement of members and provides the Board with staff support as needed.
 - Initiates and directs the development of annual and long-range strategic plans for the Agency.
 - Initiates and directs the ongoing assessment of community needs and coordinates planning and implementation of strategies to address those needs.

- **Staffing, Operations, and Performance**
 - Exhibits administrative leadership in personnel management and ensures compliance with Board-approved personnel policies and applicable Head Start Policy Council guidance.
 - Promotes a respectful, supportive, and accountable organizational culture.
 - Directs the design, implementation, and evaluation of programs that respond to community needs and advances the agency's strategy and mission.
 - Monitors outcomes, evaluates strategy effectiveness, and informs decision-making across the agency.
 - Ensures the agency maintains alignment with federal, state, and local requirements and adheres to high ethical standards in its operations.

 - **Financial Management and Resource Development**
 - Oversees agency financial operations, budgets, and internal controls to ensure fiscal health and compliance with funding requirements.
 - Coordinates agency-wide fund development activities to ensure organizational sustainability.
 - Oversees communications and public relations strategies to promote MVCAA's work and increase community awareness and support.
 - Represents MVCAA in the community and with public officials, funders, and partners to build relationships and advocate for the agency's mission and the needs of the community.

 - **Other Responsibilities**
 - Performs other duties as assigned by the Board of Directors.
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Knowledge, Skills, and Abilities

- Knowledge of and commitment to the history, purpose, and practice of Community Action.
 - Ability to foster a shared vision, inspire and motivate staff, and cultivate leadership within the organization.
 - Ability to conduct comprehensive planning on an area-wide basis.
 - Working knowledge of federal/state programs for low-income families and individuals.
 - Ability to relate to and build relationships with the service area and wider community.
 - Strong collaborative leadership skills.
 - Strong verbal and written communication, organizational and interpersonal skills.
 - Ability and method to travel throughout New York State, the country and our service area.
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Qualifications

- Bachelor's degree from an accredited college or university; Graduate study in the general areas of sociology, psychology, and/or administration and supervision preferred; and ten years of qualified experience in leadership or supervisory capacity with responsibilities related to or similar to those inherent in this position. These qualifications may be satisfied through a combination of relevant education and experience.
- Working knowledge of nonprofit fiscal management.

- Familiarity with strategies for sustaining and growing funding streams and financial resources, including grant writing.
- Demonstrated ability in public speaking.
- Proven success working in partnership with a nonprofit board of directors.
- Experience fostering team culture and developing staff at all levels.
- Ability to recognize and understand the causes of poverty and the conditional and environmental effects of poverty.
- Ability to relate to individuals across socio-economic backgrounds and work well with both content and context experts.
- Demonstrated personal integrity, authenticity, and a strong commitment to the mission of Community Action.
- Certified Community Action Professional preferred.
- Must reside in the agency service area.
- Must have reliable transportation and a clean and valid NYS Driver's License.

Salary Range: \$125k - \$130k, plus health and dental insurance, retirement plan with employer match, employer-paid life and disability coverage, and optional supplemental benefits.

To apply, submit a cover letter and resume to
MVCAAEDSearch@communityactionpartnership.com