



ACCORD Corporation

Allegany County Community Opportunities and Rural Development
Helping People. Changing Lives. Since 1972.

Community Action Agency • Rural Preservation Company

JOB OPPORTUNITY

Position Title: Executive Director

Location(s): Belmont, NY

Salary: \$110,000

Work Year: 12 months

ACCORD” Mission, Vision & Approach

Mission:

ACCORD connects people to resources that support stability and growth.

Vision

Resilient communities and brighter futures for everyone.

Our Approach

Educate. Encourage. Empower.

If our mission and this role resonate with you, we encourage you to apply!

If you are someone who...

- Is a **mission-driven, passionate advocate** for serving those experiencing poverty
- Is a **strategic thinker** who is **operations**, and **systems savvy**
- Leads with both **conviction** and **humility**, balancing strong **executive presence** with a genuine **servant-leader** mindset
- Embraces **collaboration**, exhibits **excellent communication** skills, and **forges relationships** built on **trust and respect**
- Has a talent for **building, developing** and **inspiring teams** to excel and succeed together
- Has a reputation for **actively fostering** solid partnerships with **boards, community members, political representatives, government entities** and **donors**

... then we have an exciting and rewarding opportunity for you!

GENERAL RESPONSIBILITIES:

Board Governance

Leads the agency in a manner that supports and guides the agency's mission as defined by the Board of Directors.

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Agency's Financial Status

Develops sufficient resources to ensure the financial health of the agency and its subsidiary.

Responsible for the financial integrity of the agency, including submission to the Board of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the agency and its subsidiary.

Responsible for fiscal management, which generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization with a positive financial position.

Agency Mission and Strategy

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, strong collaborative relationships, and community outreach.

Responsible for the enhancement of the agency's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

Agency Operations

Oversees and implements appropriate resources to ensure sound administrative and program operations including facilities management.

Responsible for hiring and retention of competent, qualified staff for assuring an agency culture that attracts high performers.

Responsible for assuring agency compliance in contract administration, human resources, technology, and property management demonstrating current and comprehensive knowledge of relevant federal, state, and local legislation.

MINIMUM 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 a minimum of five (5) 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.

Knowledge of both construction and social sectors.

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.

Imagination and the ability to conceptualize programs and problems; a talent to communicate clearly and precisely; courage to maintain quality service in the face of obstacles; integrity and a sense of humor.

Ability to obtain/maintain certificates, credentials, licenses, and certificates as required by funding sources.

Must reside in the agency service area.

Resume/Application Closing Date: 4/30/2026

Please Submit Cover Letter, Resume and ACCORD Application To:

Trina LaFleur, Human Resources Director
Carrie Whitwood, President of ACCORD Board of Directors
ACCORD Corporation | P.O. Box 573 | 84 Schuyler Street | Belmont, NY 14813
Email: tlafleur@accordcorp.org | whitwoodc@ardentnetwork.org

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