



The Community Action Partnership for Dutchess County seeks applicants for its next Chief Executive Officer. Are you a dynamic, caring, inspirational leader who can implement programs and services that create opportunities for individuals, families, and communities to improve their economic and social situations? We invite you to read the opportunity we have.

ORGANIZATION SUMMARY

The Community Action Partnership for Dutchess County (CAPDC) is a non-profit established in 1965 as the designated anti-poverty agency serving all of Dutchess County, New York, with headquarters in Poughkeepsie, NY. With a mission to help solve poverty-related problems in the community, CAPDC provides opportunities to families and individuals so they may attain the skills, knowledge, and resources they need for self-sufficiency.

CAPDC is part of a national network of more than 1,000 local, private non-profit, and public Community Action Agencies (CAA) dedicated to promoting community economic development through partnerships and inter-agency collaborations while ensuring the causes and conditions of poverty are effectively addressed in response to the identified needs of a community. Through implementing programs and services and collaborating with community partners, CAPDC creates opportunities for individuals, families, and the community to improve their economic and social situation while promoting linkages and leading coalition efforts that respond to the community's specific needs.

CAPDC services are provided at various locations throughout the county. In addition to the established and long-standing CAPDC Community & Family Development Centers in Beacon, Dover, Poughkeepsie, and Red Hook, New York CAP Resource Coordinators have established meeting and outreach locations in rural and underserved communities. Through direct services and community partnerships, CAPDC provides emergency services (food, housing, utilities) and case management to assist families in setting and obtaining self-sufficiency goals. CAP Resource Coordinators provide case management using a strength-based approach, believing all families have strengths and a desire to be independent and successful.

CAPDC helps families achieve self-sufficiency through total "wrap-around services." Some programs/services CAPDC offers are employment assistance, emergency heating programs, and weatherization. In addition to these services, CAPDC provides family support health and wellness programs such as food pantries, health insurance resource assistance, and financial assistance for emergencies, including rent, utilities, and medical needs.

Working with the dedicated staff, Board of Directors, and stakeholders, the CEO will build upon the agency's solid programming, reputation, and history to advance the organization.

For additional information on Community Action Partnership for Dutchess County, please visit the website at: <http://www.dutchesscap.org>

POSITION OVERVIEW

The CEO plays a pivotal role in advancing the organization's mission of improving community well-being through strategic leadership, effective management, and impactful programs. This position requires a dedicated and experienced professional passionate about making a difference in residents' lives and advocating for positive social change. The CEO works closely with community leaders and other agencies/non-profits to align CAPDC programs and services with the needs of the diverse population served.

The CEO is expected to bring senior-level managerial experience capable of consensus and relationship building, with a proven ability to strategically lead and manage human and fiscal resources. Personal characteristics include high emotional intelligence, outstanding interpersonal skills, and the passion and energy for building a healthy agency culture.

This position requires building and leading a dynamic, cohesive team and developing staff members to their highest potential. As a skilled team leader and player, the CEO understands the power of delegation and accountability and sets clear goals and expectations for all employees.

Reporting to the Board of Directors, the CEO works with the Board to ensure that CAPDC is fiscally, ethically, and administratively sound to promote sustainability. In addition, the CEO advises and educates board members, leveraging their expertise to support the organization's mission.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED: The successful candidate should have the following experience and attributes:

Strategic Thinker, Visionary

The ability to set strategic direction, inspiring the Board and staff while identifying and responding to funding opportunities. A visionary with the maturity, confidence, wisdom, and collaborative skills necessary to garner the trust and confidence of the Board, staff, funders, donors, partners, and other stakeholders.

Leader

The ability to lead by example, demonstrating an unwavering work ethic and commitment to excellence. The ability to inspire, develop, and empower staff, resulting in a productive team-based culture that is equitable and inclusive. Ability to demonstrate trust and respect.

Change Agent

The ability to demonstrate support for innovation and agency changes needed to improve the agency's effectiveness, initiating, sponsoring, and implementing organizational change, as well as helping others to manage organizational change in uncertain national conditions.

Collaborator and Networker

The ability to develop, maintain, and strengthen partnerships with others inside and outside the organization who can provide information, assistance, and support—a proven track record of building and maintaining strong relationships with community partners. Serve as a spokesperson for the agency to initiate dialogues with prospective funders and maintain high visibility at public events.

Fiscal Manager

The ability to oversee all financial (or fiscal) operations, including ensuring implementation of internal controls, timely and accurate financial reporting, budgeting, and managing cash flow.

EXPERIENCE:

In addition to the skills enumerated above, the CEO candidate must have the following qualifications:

Bachelor's Degree required; Masters preferred.

Five years of relevant experience with at least three years in a senior leadership position, preferably in non-profit management or a related field. Experience working with low-income communities and diverse populations a plus.

Experience in grant research and writing with the ability to manage multiple grants from various resources, Federal, State, County, local municipalities, and area Foundations.

Compensation - \$95,000.00 – \$115,000.00 with competitive benefits

CAPDC is committed to equal opportunity. All qualified applicants will be considered for employment without regard to race, color, religion, gender, age, sexual orientation, gender identity, national origin, disability status, protected veteran status, genetics, or any other characteristic protected by law.

Please send your resume along with a cover letter to Attn: Carol Gordon at:
[mailto:applycapdcceo@gmail.com?subject=CEO position](mailto:applycapdcceo@gmail.com?subject=CEO%20position)