



Schoharie County

Community Action Program, Inc.

Building stronger, healthier communities and empowering families that experience economic and social challenges through strategic partnerships, education, services, and compassion.

JOIN OUR TEAM

Executive Director

Full-Time Exempt with Benefits

- Responsibilities:** As a working partner with the SCCAP Board of Directors, the Executive Director is responsible for providing organizational and community leadership in directing all aspects of the agency's operation to fulfill its mission.
- Education & Experience:** Graduate Degree in Business Administration, Public Administration, Social Work Administration, or related field with at least two years of experience in a managerial position in Human Services Programming and/or Governmental Program Administration; or
Bachelors Degree in Public Administration, Human Services, Social Work Administration, or related field with at least five years of experience in a managerial position in Human Services Programming and/or Governmental Administration.
- Other:** Demonstrate the ability to facilitate agency strategic and program planning, excellent communication and program solving skills, including the ability to apply these skills to organization and community issues, organize, manage, and supervise staff, leadership skills to motivate others. Have a working knowledge of computer applications, valid NYS driver's license, and reliable transportation.
- Salary:** Annual salary range is \$77,000 to \$90,000 depending on experience.
This is an exempt position, which offers a hybrid 34-hour, 4-day work week.
- Benefits:** Full-time positions are eligible for a benefits package, including generous paid vacation and sick leave; employer-paid life insurance; employee assistance program; employer health insurance contribution; and more!
- To Apply:** Visit www.sccapinc.org/about/careers to view job description and obtain a job application.
A complete job application package will include a cover letter, resume, references, and the job application. Submit all documents via email to careers@sccapinc.org.

Schoharie County Community Action Program, Inc. is a private non-profit, and *not* a government agency.

AA/EOE

Schoharie County
Community Action Program, Inc.

795 East Main Street Suite 5, Cobleskill, New York 12043

Job Title:	Executive Director
Approved by BOD:	10/24/22
Level:	1
Reports To:	Board of Directors through the Chair
Classification:	Exempt (salary)
Salary Range:	Per current compensation plan
Remote Work:	Eligible

Job Summary:

As a working partner with the SCCAP Board of Directors, the Executive Director is responsible for providing organizational and community leadership in directing all aspects of the agency's operation to fulfill its mission.

Essential Functions:

- **Staff:**
 - Responsible for hiring, firing, supervision, delegating and evaluation of staff
- **Policies and Procedures:** *The Executive Director will*
 - Assist the Board in the development and implementation of policies
 - Develop operating procedures in accordance with board policy, mandated regulations and legal guidelines
 - Inform the Board of all relevant policy, operational and community issues needing attention
- **Meetings:** *The Executive Director will*
 - Assist the Board President and Committee Chairs in preparing board and committee agendas
 - Attend all Board and Committee meetings
- **Fiscal:** *The Executive Director will oversee the Director of Finance in*
 - The preparation of budgets (program and agency)
 - Ensure the compliance with fiscal policies and procedures
 - Keep the Board informed of the fiscal health of the Agency
- **Fiscal:** *The Executive Director will*
 - Assist in and/or conduct fund-raising activities as directed by the Board
 - Continually develop new grants in concert with SCCAP's mission statement
- **Planning:** *The Executive Director will*
 - Assist the Board in developing and adhering to annual goals and objectives for the organization
 - Assist the Board in developing and carrying out a strategic long range plan through information based on most recent community needs assessment
- **Representation:** *The Executive Director will*
 - Represent SCCAP at community, interagency, and social functions

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Additional Responsibilities:

- Special projects as assigned by the Board of Directors

Knowledge, Skills, and Abilities:

- Demonstrated the ability to facilitate long and short term agency strategic and program planning
- Demonstrated good communication and program solving skills, including the ability to apply these skills to organization and community issues
- Demonstrated the ability to organize, manage, and supervise professional and non-professional staff
- Demonstrated leadership abilities to motivate others
- Have a working knowledge of computer applications and uses

Education and Experience:

- Graduate Degree in Business Administration, Public Administration, Social Work Administration, or related field with at least two years of experience in a managerial position in Human Services Programming and/or Governmental Program Administration; or
- Bachelors Degree in Public Administration, Human Services, Social Work Administration, or related field with at least 5 years of experience in a managerial position in Human Services Programming and/or Governmental Administration

Other Requirements:

- Must be able to travel and stay overnight(s) for training
- Must possess a valid New York State driver's license
- Must have reliable transportation

As an employee of SCCAP, I also understand that any equipment (hardware or software applications) provided to me to perform my duties – in house or remotely, if eligible - will only be used for agency business and all security and equipment protection protocols i.e., use of passwords, proper maintenance, and other measures implemented and communicated through policy or directive will be followed in order to protect agency assets, security, and client and employee information.

SCCAP is committed to providing equal employment opportunities as defined in SCCAP's Employee Handbook - Work Environment Policies.

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I have read and understand the classification, role and responsibilities as defined above. I further understand that this is not an all-inclusive list and is subject to change based on funding source requirements and agency service delivery needs.

Employee

Date