



Empowering People, Enriching Communities

Ozarks Area Community Action Corporation

Carl Rosenkranz, Executive Director

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Springfield, MO 65802-2204
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www.oac.ac

JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR (Application period: July 27, 2022 to August 26, 2022 by 4:00 p.m. CDT)

Ozarks Area Community Action Corporation (OACAC) Central Office

215 S. Barnes

Springfield, MO 65802

www.oac.ac

Full-time, 40 hours per week, Monday-Friday, 8:00 a.m.-5:00 p.m.

OACAC is seeking qualified applicants for the position of Executive Director. The Executive Director of the Community Action Agency is responsible for providing leadership and management to the agency and for ensuring that the agency has a prominent and strong public image in the communities it serves. OACAC is a 501(c)(3) private non-profit Community Action Agency covering ten counties in southwest Missouri.

SPECIFIC RESPONSIBILITIES

The Executive Director should possess excellent leadership, communication, and facilitation skills, ensure that the agency and programmatic goals, objectives, budgets and work plans are developed and are consistent with agency purposes and funding source requirements. The Executive Director is accountable for the overall management of the agency's physical, financial, and human resources and their responsible, legal and effective use. The Executive Director establishes and maintains effective relationships with other service agencies, businesses and community organizations. This position oversees the agency assets of \$30 million, supervises seven Program Directors, three Department Heads, and the Executive Assistant. This position oversees the agency's seven major programs: Community Services Block Grant Program, Housing Assistance Program, Family Planning Program, Head Start Program, Weatherization Program, Foster Grandparent Program and Low Income Home Energy Assistance Program. The Executive Director is accountable to the OACAC Board of Directors.

Requirements: A minimum of three years in Community Action management, state association administration or other similar non-profit executive management experience. A minimum of three years of supervisory experience in an office setting. A Bachelor's degree in Business Administration, Social Work, Public Administration or a related Liberal Arts field.

Preferred: A Master's degree in Business Administration, Social Work, Public Administration or a related Liberal Arts field.

Compensation: Starting base salary in the range of \$95,000 to \$105,000 depending upon qualifications and experience. OACAC has a comprehensive benefits package. OACAC is an Equal Opportunity Employer.

APPLICANTS MUST PROVIDE THE FOLLOWING DOCUMENTS: A LETTER OF INTEREST (STATING THE REASON THEY ARE INTERESTED IN THE POSITION), THEIR AGENCY APPLICATION (DO NOT PUT SEE RESUME ON APPLICATION) AND CURRENT RESUME. TO BE CONSIDERED FOR THE POSITION, ALL REQUIRED DOCUMENTS MUST BE SUBMITTED.

Applicants may apply online at www.oac.ac. Applicants may also apply in person or mail their application, resume and letter of interest to OACAC, 215 S. Barnes, Springfield, MO 65802. Application, resume and letter of interest required on or before August 26, 2022 by 4:00 p.m. (CDT).