

# Project Now, CAA

## Job Description

**Job Title:** Executive Director  
**Department:** Administration  
**Reports To:** Board of Directors  
**FLSA Status:** Exempt  
**Wage Grade:** 11

**Prepared By:** M Hart  
**Prepared Date:** January, 2020

### SUMMARY

The Executive Director serves as the Board of Director's chief administrative officer of Project NOW, Inc., a \$12 million Community Action Agency offering services in Rock Island, Henry and Mercer Counties in Illinois. The Executive Director is appointed by the Board of Directors and is administratively responsible to the Board. The Executive Director is charged with implementing policies and procedures of Project NOW, Inc. for the benefit of its customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develops goals, objectives and priorities for Project NOW to overcome the conditions of poverty and to meet the Mission of Project NOW. Ensures the goals and objectives reflect the priority needs of Project NOW and its customers.
- Provides necessary, reliable and adequate financial and programmatic information to Project NOW's Board of Directors, keeping them fully informed. Attends all meetings of the Board of Directors and supports Board Committees in carrying out their responsibilities.
- Recommends new policy and procedures to Board of Directors.
- Hires staff and obtains maximum utilization of same by clearly defining duties, establishing performance standards, conducting performance reviews and recommending a competitive salary structure.
- Directs and reviews the development of program plans and budgets; provides adequate staff and resources to meet program goals. Provides follow-up and presents program plans and budgets to the Board for approval.
- Participates in community activities to develop opportunities to ascertain needs, serve customers, and promote agency goals.
- Establishes and maintains close working relationships with cooperating agencies to better provide services for Project NOW customers.
- Reviews and evaluates the results of program operations and expenditures. Identifies major deficiencies in operations and performance and ensures corrective actions are implemented. Works to improve performance and efficiency of programs.
- Ensures all fiscal and programmatic reports are submitted in a timely manner to all funding sources.
- Is accountable to the Board for all expenditures and revenues of Project NOW. Ensures fiscal and programmatic reports are submitted in a timely manner to all funding sources and other recipients.
- Must have strong oral and written communication skills and be able to effectively present information to a wide range of audiences including management, community groups, customers and boards.
- Ability to read, analyze, and interpret a wide variety of financial and programmatic information.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability, statistics, fractions, percentages, ratios, and proportions and be able to apply these concepts to practical situations.
- Ability to solve practical problems and deal with a variety of variables and act decisively in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have valid driver's license, reliable transportation and proof of insurance.

### SUPERVISORY RESPONSIBILITIES

Manages five subordinate directors who supervise a total of 130 employees in the Outreach, Homeless, Finance, Human Resources, Weatherization, Property and Assets, Housing and Community Development, Senior Services, RIM Transportation and Head Start Programs. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with Project NOW's policies and applicable laws.

### EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A./B.S.) in Business, Business Related Field or Social Work with 5 years of demonstrated managerial and administrative experience. Master's Degree (M.A./M.S.) preferred.

**PHYSICAL DEMANDS and WORK ENVIRONMENT** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands would be minimal, and the work environment is that typically associated with an office.

*Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.*