Riverview Community Action Corporation

<table>
<thead>
<tr>
<th>Job title</th>
<th>Executive Director - Interim</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>RCAC Board of Directors through the President</td>
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<tr>
<td>Authority</td>
<td>The Executive Director shall perform all duties within the framework of the policies, procedures, and guidelines of Riverview Community Action Corporation.</td>
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Job Summary

Provides, markets, and ensures delivery of quality programs and services to individuals and communities designated by the Board of Directors of the Riverview Community Action Corporation (RCAC). Assists the Board of Directors with exploring strategic options and initiating planning processes to address sustainability issues and to help chart the future of the RCAC. To that end we will consider on a full-time or part-time basis, retired persons or others with social service, healthcare, or similar professional experience.

Job Purpose

The position is primarily responsible for planning, organizing, developing, and directing the overall operation of the Riverview Community Action Corporation (RCAC) in accordance with policies and procedures, current federal, state, and local standards, guidelines and regulations. The Director is responsible for initiating all marketing and fundraising activities necessary for financial sustainability of the Center. The director is the public face of the RCAC, representing it in the community, with its funding sources and the clients it serves. Oversees the nutritional, senior center services, information and referral, Twin-Boro Bus service and other services and programs that may be developed to meet community need.

Essential Duties and Responsibilities

RCAC Operations and Programs

➢ Develops goals and objectives for senior services and other programming with the assistance of the Area Office on Aging along with the RCAC Board of Directors and staff
➢ Plans and develops fundraising activities and resource development in coordination with the Board of Directors
➢ Provides strategic leadership and marketing for continued growth of services and programs to the community.
➢ Researches and monitors current senior and other community needs
➢ Identifies and initiates comprehensive programming and services to meet identified needs
➢ Oversees the recruitment, retention, and training of volunteers
➢ Attends In-Service training, educational programs, and community and funding source meetings
Job title  
*Executive Director*

**Service Area Engagement**
- Actively promotes the functions of RCAC and develops a favorable image of the RCAC within the community. Approves all information disseminated by the RCAC.
- Establishes and maintains working relationships with public and private agencies, and with other community organizations for the benefit of the RCAC and its services to the elderly and other persons.

**Administration**
- Manages all aspects of RCAC including organizational structure, policies and procedures, staff, finances, and RCAC’s facilities and assets.
- Directs the hiring, training, performance reviews and termination of staff.
- Develops the staff structure, salary ranges, staffing requirements, training, and staff development needs, and human resource policies.
- Provides direction and supervision of paid and volunteer staff for the overall day-to-day operation of RCAC.
- Provides for the continual training and development of staff to include adherence to RCAC policies and local, state, and federal employment regulations.
- Oversees accounting, contracts, and facility and equipment maintenance.
- Executes contracts with vendors and suppliers and monitors performance.

**Financial Management**
- Supervises all financial operations of RCAC and prepares annual budgets for the Board of Directors approval and for funding sources such as the Allegheny Department of Human Services.
- Implements internal financial controls (including cash receipt and disbursement policies) and ensures staff compliance.
- Prepares monthly, quarterly, and annual financial and operating reports to the Board of Directors.
- Responsible for seeking and applying for all appropriate grants and complying with all conditions for such grants.

**Board Reporting and Assistance**
- Assists the board of directors and the nominating committee in the recruitment, training, and motivation of members of the board.
- Assists in the planning and implementation of meetings with the Board and committees.
- With the Board, is responsible for assuring that RCAC adheres to its approved bylaws and the laws governing non-profit boards and organizations in the state of Pennsylvania.
- Supports the Board secretary in preparing meeting minutes and maintaining records of the corporation.

**Working Environment**
Job title  Executive Director

➢ The working environment is an office/service center with frequent interruptions. Must be able to multitask and re-prioritize daily schedules to meet the demands of the day. Has daily contact with local senior citizens, their caregivers and family, as well as the public, funders, state representatives, vendors, and local business owners.
➢ The work may occasionally require lifting and/or moving up to 10 pounds.
➢ Some evening and weekends may be required for special events and programming.

Requirements

➢ Bachelor’s degree with a major in social services or related area with five years experience in human services work.
➢ Minimum 5-year general work experience in related field is preferred
➢ Minimum 3-year supervisory/management experience is preferred
➢ Working knowledge of federal, state, county, and local government in terms of structure and human/social service capabilities
➢ Experience with accountant systems, data applications and reporting

Required Skills

➢ Administration, finance, and budget preparation.
➢ Proficient in Word, Excel, and QuickBooks (or comparable accounting applications) and adept at learning and teaching staff new applications.
➢ Grant writing and fundraising
➢ Supervision of staff
➢ Ability to work with the community at-large and have good public relation skills.
➢ Perform multiple projects simultaneously
➢ Communicate effectively both verbally and in writing
➢ Be able to develop oral and written instructions
➢ Undergo required background checks
➢ Comply with all CDC guidelines
➢ Contract administration

Approved by:  Executive Committee

Date approved:  03/12/2023

Reviewed: