



Executive Director Job Description

Classification:	Exempt
Status:	Full-time
Reports to:	Board of Directors
Location:	7900 E Baltimore St, Baltimore, MD

A Unique Opportunity for Impact

With a compelling strategic plan, an energized leadership team and recognition as a leader in Baltimore County in providing services for those impacted by economic challenges, Community Assistance Network (CAN) is seeking an Executive Director who is passionate about CAN's mission and delivering high quality services and who can help to lead CAN into the future. This is a unique opportunity to join a dedicated and dynamic team that provides critical support to hundreds of families and thousands of individuals in Baltimore County across a spectrum of services. In partnership with a high performing leadership team and Board of Directors, the Executive Director will help to manage and build CAN's programming, operations and funding to support the impact of CAN throughout Baltimore County and continue to move the agency forward based on the priorities set forth in CAN's Strategic Plan.

About the Community Assistance Network

CAN is a Baltimore County-based non-profit organization, established in 1965 as part of a national network of over 1,000 Community Action Agencies, organized to fight the "War on Poverty".

CAN's mission is to work in partnership with the community to develop, operate, and support programs that reduce vulnerability and promote personal growth, stability and self-sufficiency among people in Baltimore County experiencing economic challenges.

CAN's services today include management of Baltimore County's Eastside Family Shelter (which also houses a Men's Shelter), located in Rosedale, and Westside Men's Shelter, located in Catonsville, case management, housing coordination and job development for shelter guests, a Homeless Street Outreach team, the operation of a recently renovated and expanded Community Choice food pantry in the Dundalk area, all serving residents of Baltimore County, and five Community Resource Outreach Centers which offer services including eviction prevention, rent, security deposit, and utility assistance, SNAP application processing, after-school programming and budget counseling, and affordable housing programs, including 42 units of permanent

supportive housing, with case management and aftercare services to encourage continued success in housing. Where CAN does not provide direct service, the organization is part of a strong network of providers and connects individuals and families with other organizations for support.

CAN is in the process of implementing its 2022 Strategic Plan, with a theme of “Strengthening CAN”. Outcomes, including the completion of the Consumer Choice Pantry and a move toward pay equity for CAN staff are foundational steps in strengthening CAN’s programming and staff.

Position Summary

With a passion for serving the needs of people and families facing economic challenges, the Executive Director will provide vision and leadership for CAN as the designated antipoverty nonprofit Community Action Agency in Baltimore County. This leader will establish, maintain, nurture, and/or coordinate relationships with inside and outside stakeholders and act as the chief spokesperson for the agency, effectively advocating for policies, programs, funding and legislation that will serve the needs of individuals and families facing economic challenges. The ED will work with the Board, staff and outside agencies to continue the implementation of CAN’s Strategic Plan for the development, expansion, operation and maintenance of effective programs that serve the needs of low-income citizens and will ensure that the internal operations of the agency are efficient, effective, supported appropriately, and in line with the mission of the agency. This individual will support the professional development of CAN’s staff who serve CAN’s clients and residents with pride. This individual will also manage the resources of the agency and secure both unrestricted and restricted resources as needed to serve the community and to meet the goals of the agency. The ED will act with fiduciary responsibility in overseeing HR, fundraising and financial management activities and provide appropriate/timely information to the Board to enable it to design policies in line with the agency’s mission.

Position Overview

Position reports to:	Board of Directors
Direct reports:	Deputy Director, Director of Finance, Director of Human Resources, Office Manager, Resource Development Team
Other key relationships:	Baltimore County, State of Maryland, Partner Organizations, Maryland Community Action Partnership
Position location:	CAN’s main office is located at 7900 East Baltimore Street in Baltimore, Maryland
Travel:	Some travel to CAN operating locations in Baltimore County and Annapolis or DC for advocacy work
Compensation and Benefits:	Base salary range: Competitive and commensurate with experience. At CAN, we believe every employee should have the resources to be their best. As part of our overall rewards, we offer benefits programs designed to help you maintain a healthy lifestyle including health, dental and vision insurance. We also offer other

	benefits like paid time off, financial and savings programs, 401k employer matching, and access to our employee assistance program and other discounts.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------

Key Responsibilities

Leadership/Management Functions

- Responsible for visioning the ongoing and future needs of the organization and the people and communities CAN serves, and leading of overall operation, ensuring that CAN establishes and maintains cost- and resource-effective programs serving low-income citizens, including reviewing/evaluating program results.
- Responsible for overall leadership of staff in development and implementation of short- and long-range plans and policies
- Responsible for overseeing CAN's financial health, including financial management staff, development and implementation of finance policies and procedures, establishing and monitoring the agencies cash flow and annual budget.
- Responsible for overseeing Resource Development activities to ensure adequate revenues to meet CAN's obligations and take on new initiatives/opportunities
- Directly and through effective management of leadership team, ensures that contractual obligations are being fulfilled.

Supervisory and Internal Relations Functions

- Directly supervise the Deputy Director, Directors of Finance and Human Resources, the Office Manager, the Resource Development Team, and certain program Directors and support these individuals in their supervision of CAN's staff.
- Builds/maintains positive working relationships with co-workers, other employees, and the public. Inspires, motivates, and mentors the agency's staff. Conducts oneself professionally/personally according to the "Community Action Code of Ethics."
- Champions development opportunities for staff and provides guidance and assistance to staff where needed.
- Leads a healthy, inclusive and collaborative culture to encourage personal and professional development, staff retention, and staff success in meeting CAN's mission.

Resource Development

- Leads staff and partners with Board to ensure that CAN executes on opportunities for broadening and diversifying its fundraising reach.

- Sustains and grows relationships with current and past donors, and models effective donor cultivation.
- Manages resource development team to support effectiveness of cultivation and stewardship across all donor programs.
- Leads the development and implementation of major campaigns and special initiative fundraising.

Advocacy/External Relations Functions

- Authentically serves as a “Face of CAN” in its external relationships; coordinates with staff and Board to maximize effectiveness of external role.
- Effectively communicates the vision, values, mission, goals, and objectives of agency to outside groups/individuals and develops and nurtures external partnerships that will improve the quality of services available to those facing economic challenges.
- Advocates on behalf of Baltimore County residents with economic challenges and CAN employees to all levels of government, the private sector and the general community.
- Works in partnership with Maryland Community Action Partnership and National Community Action Partnership to advocate for Community Action Agencies and CAN and to exchange ideas with peer organizations. Serves on Board and Committee(s) of Maryland Community Action Partnership.
- Maintains up-to-date information about the needs of low-income citizens, and identifies opportunities for CAN to meet those needs in alignment with mission and in a fiscally responsible manner

Board Functions

- Ensures that Board of Directors has the information that they need, including information about the issues CAN addresses and financial information, in order to fulfill their governance responsibilities.
- Assists Board of Directors in developing and maintaining policies that help low-income citizens escape poverty.
- Keeps the board informed of emerging trends, issues, etc. affecting low-income people.
- Works with the Board to meet tripartite board and other Community Services Block Grant (CSBG) related requirements.

Ideal Candidate Profile

Summary

The ideal candidate is a seasoned nonprofit leader who will quickly earn the respect of CAN colleagues and partners for their ability to manage multiple priorities in a quick paced and critical support structure for those most in need in Baltimore County. This individual will work

decisively and with empathy in overseeing CAN's operations directly and indirectly through CAN's leadership team, and will be a strong, direct and diplomatic communicator with staff, clients, program partners and CAN's key partners at Baltimore County, the State of Maryland, and more. The Executive Director will bring awareness of Community Action best practices and identify and implement innovative solutions to ensure that the complex needs of CAN's constituents are being met and that CAN is meeting its obligations to its funders and partners. This individual will be a strong leader of leaders, identifying opportunities for development and engagement for their direct reports and staff at CAN more broadly.

Leadership Competencies

The Executive Director at CAN is expected to demonstrate the following leadership competencies:

Inclusive Leadership

- Personally models and promotes the organization's commitment to developing a diverse and representative workforce and providing an inclusive environment where all employees are respected and valued. Ensures that the organization's leadership, policies, programs and culture align to help the organization reach its full potential by mitigating bias, attracting diverse talent and embracing the unique experiences and identities of all people.

Emotional Intelligence

- Possesses a high level of self-awareness, empathy and social awareness. Effectively manages personal emotions and behaviors to foster productive relationships and influence others.

Builds Talent

- Develops and maintains high-performing teams and coaches other leaders to develop their own leadership capabilities. Ensures all leaders and team members challenge and support each other while respecting others' unique roles and contributions.

Disciplined Execution

- Coordinates the establishment of plans to achieve objectives, adapting and adjusting near term plans to proactively anticipate what is next. Ensures adequate capabilities are present and effectively allocates and deploys resources, time and people.

Fosters Collaboration

- Creates an environment that supports collaboration by facilitating communication and coordination across all parts of the organization. Builds trust, encourages healthy discourse and ensures that diverse viewpoints are explored. Builds an intentional and cohesive culture that aligns functional agendas and unites the team.

Sound Decision-Making

- Possesses strong intellectual curiosity and the ability to analytically, conceptually and critically evaluate information to determine relative strengths and weaknesses of ideas and proposals. Comfortable managing ambiguity and unanticipated situations and balancing action with the appropriate level of risk.

Skills/Qualifications

- Bachelor's degree and master in social work, public administration, business administration, or closely aligned discipline preferred. Equivalent experience will be considered in lieu of a degree.
- Must have 7+ years of experience in a senior management position in a human services organization, including relevant supervisory experience.
- Familiarity with the issues facing and services provided to low-income individuals and families. Knowledge of affordable housing a plus.
- An established network in Baltimore County/Central Maryland region; and familiarity with Community Action a plus.
- Knowledge of grant sources, writing, and administration, contract administration/negotiation, community organization, HR/fiscal/organizational management, and principles/practices of fundraising, volunteerism, board development and marketing/public relations.
- Experience working with commercial vendors, government agencies, community groups, and other organizations as necessary.
- Effective written/oral communication; must show initiative, follow-through, dependability, flexibility, creativity, and ability to work under pressure.
- Valid State ID or Driver's license; travel required within Baltimore County and periodically within/outside Maryland.

To Apply

Please submit your resume and a cover letter to mphelps@canconnects.org

AAP/EEO Statement

Community Assistance Network is an equal opportunity employer.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.