

Position Description
Choanoke Area Development Association, Inc.

Position	Executive Director	Date:	January 2021
Overtime Status	Exempt	Grade:	5
Salary Range			
Site Location	Administrative Office Headquarters		
Department	Administrative Office Headquarters		
Reports to	CADA Board of Directors		

Qualifications:

1. Master's Degree in Business Administration, or the equivalent in work experience.
2. At least three years of proven administrative performance.
3. Ability to secure funding and visualize and plan effective programs to promote the general welfare of citizens, with particular emphasis on serving the low-income families and children, elderly and handicapped.
4. Ability to relate to a broadly based local Board of Directors and other private or public officials and partners.
5. Resident of the Service Area

Basic Functions:

The Executive Director carries out policies and programs in accordance with the mandate of the Board of Directors; hires and dismisses personnel; and makes recommendations to the Board of Directors on fiscal policies and operation procedures, develops partnerships, stays current on local needs, and represents the agency on a daily basis.

Specific Functions:

1. Secure funding for programs.
2. Delegates' responsibility to appropriate staff for implementing programs.
3. Employ, promote and dismiss personnel.
4. Execute official documents as authorized by the Board of Directors.
5. Maintain contact with local, state, and federal government officials, private agency staffs, and individuals who may provide resources for program funding/implementation.
6. Negotiate contracts.
7. Assume responsibility for all CADA facilities and equipment.
8. Provide overall supervision of CADA operations and risk management including annual review of business insurances, employee benefits, funding that impacts CADA, strategic plan, and changes in federal and state policies that impact the agency and services.
9. Market agency and advocate for the economically disadvantaged; develops partnerships to further agency's mission.
10. **Directs** agency communication and outreach to include the following:
 - Preparation and presentation of agency's reports to the public, to local County Boards of Commissioners, to funders and to families served including reports required by DOL, IRS, etc.
 - Secures audit services for annual agency audit and ensures Audit reports are sent to required agencies/organizations;
 - Recruitment of Board Representation/members according to By-Laws;
 - Active participation in the economic development needs/programs of the region.