

Position Description  
Choanoke Area Development Association, Inc.

Position	Executive Director	Date:	August 2024
Overtime	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 equivalent professional experience.
2. A minimum of three years of demonstrated success in administrative roles.
3. Proven ability to secure funding and design impactful programs that promote the well-being of citizens, with a focus on low-income families, children, the elderly, and individuals with disabilities.
4. Strong interpersonal skills with the ability to effectively collaborate with a diverse Board of Directors, as well as with private and public sector partners.
5. Must reside within the service area.

**Basic Functions:**

The Executive Director implements policies and programs as mandated by the Board of Directors, oversees the hiring and dismissal of personnel, and advises the Board on fiscal policies and operational procedures. Additionally, the Executive Director develops partnerships, stays attuned to local needs, and serves as the daily representative of the agency.

**Specific Functions:**

1. Secure funding for programs.
2. Delegate responsibility to appropriate staff for program implementation.
3. Employ, promote, and dismiss personnel as needed.
4. Execute official documents as authorized by the Board of Directors.
5. Maintain relationships with local, state, and federal government officials, as well as private agencies and individuals who can provide resources for program funding and implementation.
6. Negotiate contracts on behalf of the agency.
7. Oversee all CADA facilities and equipment.
8. Provide comprehensive supervision of CADA operations, including risk management, annual reviews of business insurance, employee benefits, funding, the strategic plan, and monitoring changes in federal and state policies that affect the agency and its services.

9. Market the agency and advocate for economically disadvantaged populations, while developing partnerships that align with the agency's mission.
10. Direct agency communication and outreach, including:
  - Preparing and presenting reports to the public, County Boards of Commissioners, funders, and the families served, as well as reports required by Department of Labor, IRS, and other entities.
  - Securing audit services for the annual agency audit and ensuring that audit reports are submitted to the required agencies and organizations.
  - Recruiting Board members in accordance with the agency's By-Laws.
  - Actively participating in regional economic development initiatives and programs.