



**President and Chief Executive Officer
Virginia Community Action Partnership**

Virginia Community Action Partnership (VACAP) is the statewide membership association for Virginia's thirty-one non-profit private and public community action agencies. VACAP's mission is to build the capacity and competencies of Virginia's community action agencies to achieve their mission of creating economic opportunities and facilitating mobility from poverty for the people of Virginia. At VACAP, we are committed to a future in which all of Virginia's community action agencies are high impact and people and places across Virginia are thriving.

President and Chief Executive Officer of the Association, under the direction of the Board of Directors, is responsible for the successful leadership and management of the Association according to the policies and strategic direction set by the Board of Directors. Responsibilities include leadership, advocacy, program operations, human resources, financial planning and management, public and community relations, resource development and risk management.

Duties and Responsibilities include but are not limited to:

- Working with the Board and staff to secure adequate funding for the operation of the Association.
- Overseeing the overall financial management of the Association based on policies and procedures.
- Participating with the Board of Directors in developing a vision and strategic plan to guide the Association.
- Acting as the liaison for the Association and its members with elected officials; federal and state governing bodies; funding sources; and community partners.
- Overseeing the drafting of policies for approval by the Board and prepares procedures to implement the organizational policies; reviews existing policies on a regular basis and recommends changes to the Board as appropriate.
- Implementing an effective public/community relations and resource development plan as informed by the strategic plan.
- Communicating with stakeholders to keep them informed of the work of the Association and the membership.
- Negotiating and executing deeds, contracts, and loans on behalf of the Association.
- Performing all other duties as deemed necessary by the Board of Directors.

Qualifications: Master's Degree or equivalent with strong business background with at least five years in an organizational leadership position preferably in non-profit management. Community action agency, state community action association, legislative, advocacy and lobbying experience preferred.



VACAP is an equal opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, gender identity, national origin, age, sexual orientation, military status, disability or any other characteristic or status protected by law.

For inquiries, please submit cover letter and resume via email by January 24, 2022 to VACAP Board Chair Annette Lewis, annette.lewis@tapintohope.org, and Cc: VACAP Vice President/Chief Operating Officer, Carolyn Spohrer, CSpohrer@vacap.org. Call Annette Lewis at 540-353-3198 with questions.