

## Job Posting

### Community Services Director

**Position Title:** Community Services Director

**Agency:** Community Action Program for Madison County Inc.

**Reports To:** Executive Director

**Classification:** Exempt

**Location:** Canastota NY (30 minutes from Syracuse and Utica)

### Agency

Community Action Partnership for Madison County Inc. is a nonprofit human services agency that serves Madison, Herkimer, Chenango and Oneida counties. The agency has programs funded by New York State, federal, and Madison County grants. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Kinship and Housing.

### Position Summary

The successful candidate will be reporting to the Executive Director and working collaboratively as part of the senior management and operations team. The Community Services Director has a leadership role within the agency. They work closely with Program Managers to ensure smooth running of the programs and provide support in developing work plans, policies and procedures, evaluation and compliance measures as well as assist in budgeting and fiscal decisions. They contribute to the development of the agency's strategic goals and objectives and in the overall management of the organization. The successful candidate will identify opportunities for the agency to develop new programs by writing grants and developing budgets. They will represent the organization externally and develop and maintain relationships with community partners.

### Qualifications & Skills

Minimum qualifications are Bachelor's degree in public policy or human services and five to seven years related work experience, Master's preferred. The successful candidate should demonstrate management experience including supervision, budgeting and finance, program development, program evaluation and grant writing. The candidate should possess good communication skills, ability to solve problems, work under pressure, strong organizational skills, attention to detail, computer skills. Familiarity with database development experience and/or knowledge a plus.

Other conditions of employment - must have driver's license and car, ability to attend occasional early morning, evening, and weekend activities, and attend overnight trainings and meetings as required. Candidates will have to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AEE.