Tazwood Community Services, Inc., hereinafter referred to as Agency, is seeking interested and qualified applicants for the position of Executive Director.

**Job Summary:** The Executive Director is responsible for leading, supervising, providing oversight and direction to all operations of Tazwood Community Services, Inc. in accordance with its mission. By doing so, the Executive Director is responsible for developing and maintaining effective and professional public relationships at the local, state, and federal level.

The primary responsibilities include, but are not limited to: Ability to read, analyze, and interpret a wide variety of financial and programmatic information. This includes the ability to understand the concepts of probabilities, statistics, fractions, and percentages within reporting and accounting data; Communicates effectively with the Board and its committees in developing the overall direction and goals of the Agency by promoting the Agency’s mission to improve the quality of life for people in-need in our service territory; Prepares professional administrative, budgeting, and planning duties as well as, develops goals, objectives, and priorities for the Agency; Prepares Agency personnel policies and procedures for Board review, consideration, and adoption; Advises the Board of Agency programs, expenditures, and overall financial health; Ability to identify major deficiencies in operations and performance to ensure corrective actions are implemented to maintain compliance within programmatic rules and reporting; Implements staff administrative polices and is responsible for hiring, promoting, and terminating of Agency employees; Collaborates with the Board in establishing and maintaining a suitable workplace for Agency staff to accomplish the vision and purpose of the Agency; Provides necessary guidance, motivation, and training conducive to building and retaining effective staff members for the Agency; Ability to respond to common inquiries or complaints regarding Agency staff and/or its operations; and Must have a valid driver’s license, reliable transportation, and proof of insurance.

**General Duties:** Highly organized professional with the ability to lead, manage, and motivate; Must have strong written and oral communication skills to effectively present information to persons of all socioeconomic backgrounds; Comprehensive knowledge and understanding of administrative methods, techniques, and procedures, necessary to conduct day-to-day and long-term operational management and activities of a Community Action Agency; Strong understanding of 2 CFR 200 Uniform Guidance for government requirements on receiving and using federal grant awards; This Agency uses an approved Direct Costing Methodology that is very complex and incorporates up to 10 different grants at any given time to distribute costs fairly and effectively by FTE’s to the appropriate grants in covering administrative expenses such as rent, utilities, and telecommunications, to name a few; Strong accounting knowledge and principles to effectively interpret and analyze this system is required; Must be goal oriented with strong problem-solving skills and ability to multi-task; The ability to relate to the staff on an individual basis, define duties, establish performance standards, conduct performance reviews, and fairly evaluate and remedy any personnel problems.
**General Qualifications:** Bachelor’s degree (B.A./B.S.) in Business, Business Related Field, or Social Work with a minimum of five years of demonstrated expertise in the field of public administration, social services, or related area.

**Work Hours:** Monday – Friday 8:00 AM – 4:00 PM, one hour for lunch, 12:00 PM – 1:00 PM, 35 hours per week. Position may require some evening meetings, as well as, potential travel within the state or out of state for training.

**Salary & Benefits:** Salary commensurate with experience, but within the range of $60,000 - $75,000 per year, 7 hours of vacation and sick time per month, 15 hours of personal leave per quarter, individual paid health and life insurance, and 8% of salary to 401(k) plan retirement per year.

**Submit Resumes to:**
Tazwood Community Services, Inc.
Board President – Sara Sparkman
2109 S. Main St.
Morton, IL 61550

Resumes will be accepted through **12:00 PM on August 14, 2020**. Be sure to address envelopes in this exact manner. If addressed improperly and accidentally opened with regular mail, the resume will not be accepted.

Tazwood Community Services, Inc. is an EEO/AA Employer.