



Administration
137 E. South Street
Bishop, CA 93514

Job Description

Executive Director

Objective: The Executive Director is responsible for the overall operations of IMACA and the management of all IMACA staff. *The Executive Director reports to the IMACA Board of Directors (BOD).*

SPECIFIC DUTIES AND RESPONSIBILITIES:

- **Administration and Fiscal:** Implements board policy regarding administrative functions and fiscal procedures; provides executive guidance to assure the effective and efficient operation of the agency. Specifics include the following:
 - 1) Manage and administer IMACA anti-poverty programs in accordance with established policy and procedures.
 - 2) Supervise the implementation of all management functions including, but not limited to fiscal/accounting, personnel, planning, and management information systems. Ensure timely and accurate information is provided to the BOD, local community, and contracting agencies.
 - 3) Review and evaluate program operations to ensure that contractual obligations are fulfilled. Modify program objectives and activities and allocate resources to enhance programmatic effectiveness as needed.
 - 4) Provide administrative and technical assistance to the BOD.
 - 5) Direct on-going and research planning to obtain information and community input on the social and economic needs of low-income people in the Eastern Sierra. Prioritize needs so that resources can be efficiently and fairly allocated.
- **Supervise and Evaluate Program and Administrative Managers:** Conduct annual evaluations of Administration staff and Program Managers; oversee effective management staff training and career development planning and implementation.
- **Public Relations:** Act as public representative for all agency business; oversee effective and comprehensive outreach and education efforts to ensure continued community support for IMACA's mission.
- **Participate in On-Going Professional Development:** Attend job-related conferences, training and workshops, as needed.
- **Perform Other Duties as Needed/Requested by the IMACA BOD**

QUALIFICATIONS:

- Bachelor's degree, preferably in Business, Public Administration, Social Services, or related area of study OR Associate's degree, preferably in Business, Public Administration, Social Services, or related area of study with 3+ years relevant work experiences OR 7+ years relevant work experience required.
- 3 year's leadership experience with a local government, social services, or NGO agency required. 5+ years leadership experience with a local government, social services, or NGO agency preferred.
- Knowledge of state and federal antipoverty programs and related legislation, including the principles and practices of social service delivery programs.
- Strong working knowledge in business and fiscal management, grantsmanship, and budgets, including grant and categorical funding.
- Strong working knowledge of personnel and organizational management principles.
- Ability to: interpret and apply IMACA rules, policies and regulations; work with independence and minimal supervision; balance and prioritize multiple tasks; compile complicated information and prepare accurate reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and procedures; establish and maintain cooperative working relationships with staff, volunteers, and clients.

- Excellent communication skills, including the ability to communicate effectively with culturally diverse populations and the ability to present to local government bodies and boards.
- Knowledge of the laws and rules governing California not-for-profit corporations, including tax exempt laws, contract negotiations and fund administration.
- Able to attend out-of-the-area meetings, workshops and training as required.
- Must possess a valid driver's license, be insurable, and have a good driving record; and must pass a routine background check.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand; walk, use hands to finger, handle or feel and reach with hands and arms. Specific vision abilities required by this job include: close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually quiet to moderate.

Position Title:	Executive Director
Program:	Administration
Location:	Bishop
Position Classification:	Exempt
Time Base:	Full-time, 35 hours/week
Starting Salary	\$36.00 - \$40.00/hour DOQ (\$65,520-\$72,800 annual)
Benefits	Full

Application Packets Requirements Include:

1. A completed IMACA application form
2. A letter describing your interest in the position, including how your skills meet the required job responsibilities
3. A résumé or CV
4. The names and contact information of 3 professional references

To Apply Submit Materials To:

- By Email: snelligan@imaca.net
- By Mail: PO Box 845, Bishop, CA, 93515
- In Person: 180 Clarke Street, Bishop, CA, 93514

For questions or additional information, please contact 760.873.8557 x1016 or snelligan@imaca.net

INYO MONO ADVOCATES FOR COMMUNITY ACTION, INC. IS AN EQUAL OPPORTUNITY EMPLOYER. Inyo Mono Advocates for Community Action, Inc. is a federally designated Community Action Agency. IMACA is subject to, and regulated by, both Federal and State statutes.