



South Central Community Action Partnership

“Building Bridges Toward Self-Sufficiency”

550 Washington St. South, P.O. Box 531, Twin Falls, ID 83303-0531

Phone (208) 733-9354 - Fax (208) 733-9466

Helping People • Changing Lives

Job Announcement

August 28, 2024

Job Title: Chief Executive Officer (CEO)

Organization: South Central Community Action Partnership

Location: Twin Falls, Idaho

Reports To: South Central Community Action Partnership Board of Directors

Position Type: Full-Time, Salaried Exempt

Salary Range: Minimum \$80,000 – Final Offer Based on Experience & Qualifications

Applications Due: October 1, 2024, Position Open Until Filled, Target Fill Date: January 1, 2025

About Us

South Central Community Action Partnership’s (SCCAP) mission is to provide a wide range of services in an effort to improve the quality of life for people with an economic disadvantage. Through education, resources, and personalized support, we aim to create lasting positive change in our community. We are seeking a dynamic and visionary Chief Executive Officer (CEO) to lead our organization and drive our mission forward.

Job Summary

The CEO will provide strategic leadership and operational oversight for SCCAP. This individual will be responsible for executing the organization's mission, managing day-to-day operations, and driving sustainable growth. The CEO will work closely with the Board of Directors, staff, volunteers, and community partners to ensure the effective delivery of programs and services that promote financial stability.

Key Responsibilities

Strategic Leadership: Develop and implement strategic plans to achieve the organization's mission and goals. Ensure alignment with the vision and values of the organization.

Operational Management: Oversee daily operations, ensuring efficiency, quality, and financial stability. Manage and support staff, fostering a positive and productive work environment.

Fundraising and Development: Lead fundraising efforts, including grant writing, donor relations, and corporate partnerships. Develop and execute strategies to diversify funding sources



“SCCAP is an equal opportunity provider and employer.”
(800) 377-1363 (voice) • (800) 377-3529 (TTY, ASCII)

Financial Oversight: Ensure sound financial management, including budgeting, financial reporting, and compliance with financial regulations and policies.

Community Engagement: Act as the primary spokesperson for the organization. Build and maintain strong relationships with community stakeholders, including clients, donors, volunteers, and partners.

Program Development: Oversee the development, implementation, and evaluation of programs and services that promote financial stability. Ensure programs meet the needs of the community and achieve desired outcomes and meet with the approval of the Board of Directors..

Board Relations: Work closely with the Board of Directors to provide updates, seek guidance, and implement board decisions. Facilitate effective communication and collaboration between the board and staff.

Advocacy: Advocate for policies and practices that support financial stability and address systemic barriers. Represent the organization in public forums and policy discussions. Oversees liaison activities with local, state, federal, and private agencies and organizations.

Qualifications

- Bachelor's degree preferred; advanced degree in business, non-profit management, social work, or a related field preferred. Previous experience will be given full consideration.
- Minimum of 4 years of experience in a leadership role within a non-profit organization, including experience with vulnerable populations, government-funded programs, and public relations. Experience in personnel management including hiring, onboarding, off boarding, and investigations.
- Proven track record in strategic planning, fundraising, and financial management.
- Expertise in developing, implementing, and managing grant-funded programs including all aspects of grants administration: Purchasing, billing, budgeting, internal monitoring, and government compliance.
- Strong leadership, management, and interpersonal skills.
- Ability to organize time and projects of a diverse nature and meet deadlines with limited direction.
- Excellent communication and public speaking abilities. With an ability to adapt to diverse audiences and situations.
- Ability to build and maintain relationships with diverse stakeholders.
- High level of proficiency with Microsoft Office, Web Management, and Social Media.



*Serving the eight county area of the Magic Valley for over 35 years!
Helping People • Changing Lives*

CEO Position
Pg.3

- Passion for improving the quality of life for people with an economic disadvantage.
- SCCAP is a Drug-Free Workplace and must meet federal guidelines. A pre-employment drug screen and an Idaho Department of Health and Welfare Background Screening successfully passed and subject to Credit Report review.
- Willing and able to travel on behalf of the Agency at set reimbursement rates. Requires a current & valid driver's license.

How to Apply

Interested candidates should submit a resume, cover letter, and three professional references to SCCAP's Administrative Assistant Joni Henke at joni@sccap-id.org by October 1, 2024 to be considered.

SCCAP is an equal opportunity employer and welcomes candidates from diverse backgrounds.



*Serving the eight county area of the Magic Valley for over 35 years!
Helping People • Changing Lives*