



PRESIDENT & CEO JOB DESCRIPTION

Position Title	Department	Reports to
President & CEO	Administration	Board of Directors
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	April 6,2026

POSITION SUMMARY

Overall responsibilities include executive leadership for CAC – promoting CAC’s mission through development, fund raising and community relations activities; writing and managing government, foundation, and other grants; representing CAC on various community committees and collaboratives; managing staff and volunteers; and leading key business processes such as planning, budgeting and finance. The President & CEO is accountable to the Board for performance against agreed objectives and expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Board Relationships

- Attends meetings of Board and, as necessary, its committees.
- Communicates regularly with the Board and its officers regarding CAC’s achievement of its mission and financial objectives, and keeps the Board fully informed on the state of the organization and all-important factors influencing it.
- Works actively with the Board to ensure that the organization has a long-range strategic plan to achieve its mission and to develop program, operational and financial plans through which to implement the strategic plan.
- Carries out plans and policies authorized by the Board.

Community Relations

- Has primary responsibility for representing the programs and point of view of CAC to other agencies, organizations, and the general public. Makes presentations about CAC to community organizations.
- Monitors activities of other non-profits in the region as well as the County Commissioners’ Court, United Way and other funding entities.
- Establishes sound working relationships and cooperative arrangements with community groups and organizations.

Grant and Contract Management

- Has primary responsibility for grant applications and grant administration, and for negotiation and administration of other CAC contracts.
- Ensures compliance with the terms of grants and other contracts, and that appropriate accounts, reports and other records are maintained on an accurate and timely basis.
- Jointly with designated officers of the Board conducts official correspondence and executes legal documents and contracts.

Donor Development

- Has oversight responsibility, working through the Chief Development Officer, for fund raising and donor development to support CAC's mission and programs.

Staff and Volunteer Management

- Directs the activities of the Programs Manager, Facilities Manager, Chief Financial Officer and Chief Development Officer, and other paid staff of approximately thirteen.
- Has ultimate responsibility for recruitment, hiring and termination of all paid personnel
- Ensures that human resource policies and practices are in place and that appropriate personnel records are maintained.
- Encourages staff development and education.
- Develops programs for effective utilization of volunteers to contribute to the achievement of CAC's mission.
- Recruits and assigns volunteers to appropriate positions in CAC.
- Establishes expectations and provides performance feedback to volunteers.

Budget and Finance

- With the Finance Committee, develops and maintains sound financial practices and appropriate control and accountability of all funds, physical assets and other property.
- Oversee preparation of budgets for submission to the Board; sees that the organization operates within budget guidelines.
- Administers the overall operation of the organization, including reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled, and allocating resources for greater program effectiveness and efficiency.
- Maintains CAC's operations within the law.
- Must be able to relate positively and calmly with others.
- Must be thorough, energetic, well organized, flexible and able to meet deadlines/time frames.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Must embrace the mission of Community Assistance Center
- Strong interpersonal and writing skills
- Experience in coordinating events
- Knowledge to efficiently manage event budgets
- Have knowledge and experience in fundraising techniques
- Ability to work with and motivate staff and volunteers
- Be self-motivated and work independently and with a team
- Be organized and exhibit follow through on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability
- Bachelor's degree
- 3+ years relevant experience preferred
- Must possess strong organizational skills; ability to manage multiple concurrent projects, prioritizing work according to needs or management directives, delegating tasks when feasible, and maintain a work pace appropriate to the workload with a positive, solution-oriented approach
- Must demonstrate excellent writing and verbal communication skills
- Ability to maintain a flexible schedule with availability to work weekends, evenings and/or holidays as needed
- Able to take initiative
- Ability to recognize and maintain confidentiality of information
- Demonstrate a positive and caring attitude; be customer-oriented in a professional, welcoming and efficient manner; value and respect others; demonstrate ethical behavior, good judgment with sound decision-making skills, reliable
- Excellent customer service skills
- Solution focused
- Excellent communicator

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Lifting, bending, standing and sitting for long periods of time

SALARY – COMMENSURATE WITH EXPERIENCE

Community Assistance Center is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.