

MISSISSIPPI ASSOCIATION OF COMMUNITY ACTION AGENCIES (MACAA)

EXECUTIVE DIRECTOR (CONTRACT POSITION)

Position Summary

The Executive Director serves as the chief administrative and strategic leader of the Mississippi Association of Community Action Agencies (MACAA) and is responsible for organizational leadership, advocacy, communications, stakeholder engagement, program support, training coordination, and resource development. The Executive Director is responsible for the day-to-day management, coordination, and oversight of the statewide association, ensuring that MACAA fulfills its mission through effective leadership, grant administration, training, advocacy, and statewide collaboration. This is a contractual position, requiring independent, professional services with accountability to the Board President and MACAA Board of Directors.

Reports To

MACAA Board of Directors

Essential Duties and Responsibilities

- Provide overall leadership, administration, and management of the MACAA state association office.
- Establish and maintain professional, ethical, and effective working relationships with Community Action Agencies throughout Mississippi.
- Maintain productive relationships with state and federal agencies involved in Community Action and anti-poverty initiatives.
- Represent Community Action interests before the Mississippi Legislature, Governor's Office, public officials, and stakeholders.
- Provide timely updates to the Board President regarding operations, grants, statewide initiatives, and emerging issues.
- Implement directives issued by the Board President on behalf of the Board of Directors.

- Maintain a professional, respectful, and cooperative working relationship with the Board President.
- Identify, pursue, and help secure funding opportunities from local, state, federal, foundation, and private sector sources.
- Assist the Board in developing education, training, and professional development opportunities.
- Provide technical assistance and capacity-building support to member agencies.
- Serve as a clearinghouse for information, legislative updates, best practices, and funding opportunities.
- Oversee communications and timely dissemination of information to stakeholders.
- Oversee development and maintenance of the MACAA website.
- Develop and manage social media platforms and communications campaigns.
- Serve as an official spokesperson and conduct presentations, trainings, keynote addresses, legislative briefings, media interviews, and outreach activities.
- Attend Board meetings, state meetings, conferences, and training events.
- Lead planning and implementation of the MACAA Annual Conference.
- Plan, coordinate, and deliver statewide training for CAAs, including conferences, workshops, and webinars.
- Identify emerging needs and develop training agendas that strengthen agency capacity.
- Facilitate peer learning, best-practice sharing, and leadership development across agencies.
- Oversee development of training materials, schedules, and evaluation tools.
- Collaborate with the Board Treasurer and fiscal agent to prepare and manage the association's annual budget.
- Oversee procurement, vendor contracts, and service agreements.
- Work cooperatively with the Fiscal Agent and support its role in overseeing accounting, fiscal controls, and financial reporting.
- Ensure responsible stewardship of association funds and compliance with nonprofit financial standards.
- Collaborate with the Board President on board meeting agendas, reports, and materials.
- Provide timely, accurate information to support board decision-making.
- Implement board directives and follow up on action items.
- Support board committees, task forces, and special initiatives.
- Assist with board development, orientation, and governance best practices.
- Administer all grants awarded to MACAA, including federal, state, and private funding.
- Prepare programmatic reports, coordinate documentation, and respond to monitoring.
- Maintain accurate documentation and internal controls for all grant activities.
- Coordinate with fiscal agent, auditors, and external partners to ensure compliance with CSBG, ROMA, and other federal, state and funding source requirements.
- Perform additional duties assigned by the Board.

Desired Qualifications

- Bachelor's degree in Administration, Public Administration, Business, Human Services, Communications, Nonprofit Management, or related field.
- Demonstrated leadership and management experience with CSBG, ROMA, and CAA operations.
- Excellent oral, written, and public speaking skills.
- Experience presenting to boards, legislators, government officials, and community stakeholders.
- Strong organizational, planning, budgeting, and project management skills.
- Proficiency in office software, website management, and social media.
- Strong public relations and stakeholder engagement skills.
- Working knowledge of legislative and public policy processes.
- Grant development and fundraising experience preferred.
- Ability to manage multiple projects, deadlines, and statewide initiatives.
- High integrity, professionalism, and commitment to the mission of Community Action.
- Ability to travel statewide and occasionally nationally.

Contract Compensation

Compensation Range: Negotiable, commensurate with qualifications and experience. This contractual position is subject to annual Board review and renewal based on funding availability.

To Apply

Submit a Cover Letter, Resume, Three Professional References, and a Proposal outlining vision, stakeholder engagement, funding development, communications, website/social media management, advocacy, and organizational growth to info@msacaa.org.

No phone calls will be accepted. All inquiries and application materials must be submitted to this email account only.

Application Deadline: October 9, 2026