



JOB ANNOUNCEMENT

Yamhill Community Action Partnership (YCAP)
www.yamhillcap.org

POSITION TITLE: Executive Director
RESPONSIBLE TO: Board of Directors

RESPONSIBLE FOR: This is a full-time, exempt position responsible for all aspects of the agency's operations. The Executive Director is accountable to the Board of Directors and works in partnership with the Chair of the Board, the Board of Directors, staff and volunteers to fulfill the strategic plan and goals, to provide secure funding, and to clearly position the agency within the community as a leader in services to seniors, disabled and low income people. The ED oversees an annual budget of \$6.7 million, 35 employees and numerous volunteers.

STATUS: Full-time, Exempt
SALARY: Starting Salary Range \$78,000 to \$91,000
BENEFITS: Medical for employee and family, dental, life, short/long term disability, employer match up to 3% in 401k account.

KNOWLEDGE, SKILLS, & ABILITIES:

BA or BS degree, 5 years management or equivalent experience
Knowledge of corporate non-profit management
Knowledge of computers and word processing
Knowledge of marketing, public relations and fund development
Skill in supervising and motivating staff and volunteers
Skill in written communications and public speaking
Skill in working independently on multiple projects in a timely fashion
Ability to work with diverse people, organizations and situations
Ability to work flexible schedule w/ extensive local and out of town travel
Ability to drive agency vehicles; pass background and drug screen; meet auto insurance requirements

JOB DESCRIPTION: www.yamhillcap.org

CONTACT: Send resume and letter of interest to: alainab@yamhillcap.org

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