

**Economic Opportunity Agency of Washington County Inc.  
Executive Director Position Announcement**

The Board of Directors of the Economic Opportunity Agency of Washington County, Inc. (EOA) seeks an experienced, inspirational and resourceful Executive Director to provide operational oversight for a \$7 million private nonprofit Community Action Agency.

**Agency Overview**

EOA was incorporated in 1965 with the mission of reducing poverty in Washington County, Arkansas. The agency is funded with federal, state, local and privately donated funds. The administrative office is located in Springdale, Arkansas, in the vibrant and growing region of Northwest Arkansas.

**Position Overview**

The Executive Director is responsible for overseeing the administration, programs and strategic plan of the agency, including Head Start and Children's House. Other key duties include advocating for the low-income residents of Washington County, marketing and community outreach. The Executive Director reports directly to the Board of Directors.

**Essential Job Functions**

- Works with the Board to develop goals, objectives and priorities of the Agency. Propose to the board the major direction of the goals of the Agency that will support plans that reflect the priority needs of the target residents and will be developed and supported by the Board and staff.
- Provides overall oversight of all agency activities; manages day-to-day operations; assures a smooth functioning and efficient organization.
- Ensures compliance with Board-established policies, procedures, federal and state guidelines and laws.
- Oversees fundraising and monitoring of the Agency budget to ensure compliance with funding sources. Monitors expenditures and revenue collection.
- Anticipates and tracks trends, opportunities and threats related to the agency's mission.

- Facilitates applications for public and private grants and partnerships to carry out the agency's mission.
- Attends meetings and functions necessary to provide support for the agency and its mission.

### **Professional Qualifications**

- Passion for the mission, values and work of the agency to make a difference in the lives of society's most vulnerable and underserved members.
- Bachelor's degree required, ideally in business or social work or another human relations field. Master's degree is strongly desired.
- At least five years in a management position, including experience in program oversight, fiscal management, facilities management and administration, preferably within a multi-site operation and in a field related to early childcare, education or families.
- Head Start experience, or the ability to quickly understand the Head Start philosophy and model.
- Significant staff management experience, managing teams of at least eight people.
- Demonstrated experience in a change management environment requiring leadership in defining process and establishing relationships, both internal and external.
- Demonstrated experience in program planning, operations and evaluations, and the use of management information systems.
- Demonstrated experience managing and complying with requirements of grants.
- Criminal background check.

### **Benefits**

Salary commensurate with qualifications and experience.

401(k) plan; medical, dental and life insurance; short and long-term disability; paid holidays and annual and sick leave.

To apply

Please mail, or email, cover letter and resume by July 6, 2017 to:

Personnel Committee  
EOA of Washington County, Inc.  
614 E. Emma Avenue, Suite M401  
Springdale, AR 72764

[mlanier@eoawc.org](mailto:mlanier@eoawc.org)

All qualified candidates will be considered throughout the application process.  
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