

# ECONOMIC SECURITY CORPORATION

## Job Description

**Job Title:** Assistant Director, Resource Development

**Department:** Executive Support

**Reports To:** Chief Executive Officer

**FLSA Status:** Exempt

**Date:** January 10, 2022

**Job Classification:** Grade 8

### SUMMARY

The Assistant Director, Resource Development, is responsible for carrying out the provisions of the mission and vision of Economic Security Corporation of Southwest Area (ESC). The primary focus of this position is development of the agency-wide strategic plan and the elements that go into the implementation of the strategic plan. The Assistant Director, Resource Development is responsible for facilitating and implementation of the agency's Communication Plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Provides training on Results Oriented Management and Accountability (ROMA) to Board.
2. Assists division directors with the development agency strategies to include benchmarks and outcomes.
3. Assists directors in the preparation of outcomes to be presented to the Board, agency partners and the public.
4. Facilitates Agency's comprehensive needs assessment and annual updates with the guidance of division directors.
5. Facilitates and directs the Agency's Strategic Plan by developing the process, selection of consultants and/or participants and scheduling meetings for the creation of the Strategic Plan.
6. Facilitates the written Strategic Plan by defining and developing the work plans and defining the outcomes and measurements for the agency strategic commitments.
7. Serves as one of the administrator for agency's website and all agency social media.
8. Serves as a facilitator for the agency and community groups or meetings.
9. Facilitates the agency's Annual Impact Report (Annual Report).
10. Engages in public appearances in support of poverty issues and agency programs.
11. Serves as an advisor to the Agency's leadership team.
12. Makes recommendations to assist the agency in reaching ROMA goals.
13. Collects, analyzes, and reports on data in a manner that tells the Community Action story.
14. Provides all federal, state or local reports or registrations.
15. Maintains a relationship with all media sources.
16. Prepares and publishes all Agency media or marketing materials.

17. Prepares press releases, brochures, videos and other materials required to publicize the agency's purpose, goals, programs and events.
18. Represents the agency during community projects and at public, social and business gatherings.
19. Attends ESC's Board of Director meetings.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university in Planning, Public Policy, Business Management or Communications or equivalent combination of education and experience. Experience with strategic planning or community needs assessment a plus.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents; Ability to respond to common inquiries or complaints from customer, regulatory agencies or member of the business community; Ability to prepare presentations, speeches and articles for publication that conform to prescribed style and format of Community Action; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical information. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical solutions.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **COMPUTER SKILLS**

Proficient personal computer skills, including: electronic mail, record keeping, database activity, word processing, spreadsheets, graphics. Software used are: Adobe Creative Cloud Suite, Canva, Facebook, IES website platform and Hootsuite.

**PLANNING/ORGANIZATION**

Must be able to handle multiple projects simultaneously. Travel is about 25% of the position; there are 2 to 6 traveling trips that are out of the service area that can be 3 to 5 days in duration. Local travel varies per month.

**CERTIFICATES, LICENSES, REGISTRATIONS**

The Assistant Director, Resource Development must have a valid driver’s license, reliable transportation, and meet Missouri automobile liability minimum requirements. In addition, they will need to be able to become a Certified Community Action Professional (CCAP) and National Certified ROMA Implementer (NCPI) within the next three years.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee frequently uses hands to finger, handle or feel. The employee must occasionally stand or walk. Specific vision abilities required by this job include close vision and color vision. The employee must have manual dexterity sufficient to reach/handle items and work with fingers. The employee performs sedentary physical activity performing nonstrenuous daily activities of an administrative nature. The employee must be able to lift 25 pounds occasionally.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The working conditions of this position are in a well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation and moderate noise.

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Employee Signature

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Date

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Employee Name