



815 S. Freedom Blvd.  
Suite 100  
Provo, UT 84601  
P: (801) 373-8200  
F: (801) 373-8228  
CommunityActionUC.org

## **Job Description** **Community Strategies Director**

**Job Title:** Community Strategies Director

**Compensation:** Salary Range \$70,000 – \$80,000 per year, Depending on Experience. 40 hours per week, exempt position. Very limited remote work. This position is eligible for full-time benefit package which includes Medical, Dental, Retirement, and PTO plan.

### **Position Summary:**

Community Action Services and Food Bank is dedicated to fostering self-reliance in individuals, families, and the community. The Community Strategies Director advocates for the improvement in fair housing, for better landlord/tenant relationships, and other poverty reduction initiatives. The Community Strategies Director is part of the management team and reports to the Chief Operations Officer.

### **Responsibilities:**

The Community Strategies Director exemplifies our mission, vision, and values within our tri-county service area of Utah, Wasatch, and Summit Counties. The Director will oversee and conduct various outreach activities to further the mission of Community Action Services and Food Bank. Since this position will be engaged in understanding the community needs to reduce poverty the Director will oversee and conduct various grant writing and development activities.

*This job description is not intended to be all-inclusive; employee may perform other reasonably related duties as assigned by supervisory personnel*

The Director of Community Strategies will perform the following types of duties:

- Engage the community to support the reduction of poverty and its effects
- Advocate for the reduction of barriers to affordable and fair housing
- Develop and carry out a landlord outreach program
- Plan, coordinate, and participate in various outreach activities which promotes Community Action Services and Food Bank's mission, vision, and values
- Represent the agency at a variety of community committees and organizations which support poverty reduction
- Continue the grant writing and development efforts that position the agency to be a leader in poverty reducing programs and activities with our service area
- Conduct poverty simulation activities within the community in an effort to further educate the community on the long term and generational effects of poverty
- Provide oversight and supervision to the agency's volunteer coordinator
- Build and maintain relationships with community partners in all efforts to secure fair and affordable housing

### **Qualifications:**

- Minimum four years' experience in non-profit management;
- Demonstrated ability to lead and supervise staff and volunteers;
- Four-year degree in Human Services, Business, Communications, or Related Field. Master's degree preferred;
- Experience working with low-income families and community services;
- Experience working with and understanding of housing issues faced by low-income individuals and community members;
- Enthusiastic, caring and energetic person a must;
- Demonstrated success in grant writing and development activities;
- Ability to develop and maintain good working relationships with persons from a wide variety of backgrounds;
- A demonstrated ability to take initiative, plan and carry out a project from beginning to end;
- Proficiency in MS Office software – with ability to quickly learn new software applications;
- Good writing and verbal skills are essential;
- Commitment to the mission, vision, and values of Community Action Services & Food Bank.

**CASFB is an Equal Opportunity Employer – Visit our website to apply: [CommunityActionUC.org](http://CommunityActionUC.org) Position open until filled, with initial applicant screen happening no earlier than June 6, 2022.**