



Local, State and Federally funded fast paced not-for-profit social service organization is seeking a qualified individual to fill the **salaried contractual position** of Executive Director.

GENERAL OVERVIEW

Under the general supervision of the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the agency, staff, programs, expansion, and execution of its mission, goals, and objectives of the policymaking governing board of the Agency. She or he will initially develop deep knowledge of field, core programs, operations, and business plans.

STARTING SALARY- \$90,000

REQUIREMENTS FOR CONSIDERATION

- College graduate with a bachelor's degree in public administration or business management, or the equivalent in skill, knowledge, and experience
- Must be proficient in Microsoft Word, Excel, and Outlook
- Valid driver's license
- Demonstrated leadership ability, analytical capacity, mature judgement and experience in directing activities of professional staff
- Must have exceptional communication skills, both written and oral
- Must be able to relate to disadvantaged people as well as community leaders, funding agency staff, political leaders and general public of the service area

SERIOUS APPLICANTS MUST SUBMIT COVER LETTER AND RESUME TO:

Kankakee County Community Services, Inc.

Attention: Robert Ellington-Snipes, Board President

657 East Court Street, Suite 207

Kankakee, Illinois 60901

Email: r.snipes.kccsi@gmail.com



**WEBSITE kccsi-cap.org * 657 E. COURT ST., SUITE 207 * KANKAKEE, IL 60901
PHONE 815-933-7883 * FAX 815-933-0635**