

Downtown Fayetteville



## RECRUITMENT PROFILE

### *CSBG Director*

Action Pathways, Inc. is pleased to announce the recruitment and selection process for CSBG Director. This brochure provides background information on Action Pathways, the position, as well as the requirements and expected qualifications for the position. Position open until filled. Interested candidates may email a cover letter, resume and three reference contacts to: [personnel@actionpathways.ngo](mailto:personnel@actionpathways.ngo).

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*Engaging communities. Empowering individuals.*

## OUR COMMUNITY

Fayetteville, NC, is one of the most family-friendly, patriotic, and diverse communities in America. It is the home of Fort Bragg, the Army's headquarters for Airborne and Special Operations forces; Pope Air Field; and the Army Forces Command.

The community has a rich history that goes back to 1762. Fayetteville was named after the Revolutionary War hero, Marquis de Lafayette. Historical landmarks are woven throughout the downtown shopping area, connecting the past to the present and future. The City also has significant state-wide attractions, museums, and a brand new baseball stadium housing the recently cemented Single A+ Minor League affiliate of the Houston Astros.

Fayetteville has a population of more than 210,000 residents, and is the sixth-largest city in North Carolina. The area continues to grow and was recently named "Most Innovative City" by *Governing Magazine*. With a median age of 30.7, Fayetteville is filled with the energy of young professionals and families with young children. Walk the Cape Fear River Trail or attend the annual International Folk Festival to see the spirit of our area. Conveniently located within a couple hours' drive of nationally-recognized beaches and the



Blue Ridge Mountains, residents are uniquely equipped for weekend adventures.

Cumberland County Schools is the fifth-largest school district in the state, with over 51,000 students enrolled. The area is home to Fayetteville State University, Fayetteville Technical Community College, Methodist University, Miller-Motte College, and Carolina College of Biblical Studies.

## AGENCY PROFILE

Action Pathways, Inc. is a non-profit human services agency offering a comprehensive approach to helping families achieve and sustain economic security. Formed in 1964, Action Pathways is part of a national network of Community Action Programs whose promise is to change people's lives, embody the spirit of hope, and improve our communities.

In total, Action Pathways serves thirteen counties in southeastern North Carolina. Designed to tackle poverty in these communities, Action Pathways has four main focus areas: hunger, housing, education, and empowerment. Programs work together to provide skills and services necessary to ensure everyone has a path forward in life. Action Pathways administers:

- ASPIRE Self-Sufficiency (CSBG fund)
- Fayetteville-Cumberland Reentry Council
- Head Start
- Second Harvest Food Bank of Southeast North Carolina
- Weatherization Assistance Program

Action Pathways recruits and maintains a diverse and dedicated staff that is passionate about helping others help themselves. Employees receive a number of benefits to ensure their personal health and general well-being is a priority. We care about each individual and strive to provide services that will positively affect the lives of those that share their passion with our agency.

## THE OPEN POSITION

The CSBG Director will direct and coordinate the ASPIRE Self-Sufficiency program, and support the activities and policies of the Community Service Block Grant. This position will work closely with

the Chief Executive Officer, Chief Operating Officer, Senior Leadership, and staff in the following areas:

- Client Case Management
- Referral & Eligibility Policies
- Community Outreach
- Reporting & Organizational Standards
- Project Management

The CSBG Director will provide leadership for program initiatives and client management to help individuals overcome the barriers of poverty and obtain skills and knowledge to become self-sufficient. The ideal candidate will be responsible for creating and implementing plans to develop, manage and support the ASPIRE Self-Sufficiency program, to include oversight of case managers and expert knowledge of Community Services Block Grant (CSBG) and Results Oriented Management and Accountability (ROMA) policies. The Director will represent the program in the community and work to foster relationships in Cumberland and Sampson Counties.

The CSBG Director will oversee the development and implementation of strategies to meet outlined goals and fulfill responsibilities, as related but not limited to:

- Implement the program in accordance with local, state and federal policies and procedures;
- Plan and manage a budget and report on revenues/expenditures to CEO, COO, Board of Directors and major funders;
- Lead the Agency's efforts in implementing Organizational Standards;
- Coordinate completion of the annual Information Systems Report and the triennial Community Assessment;
- Identify and cultivate relationships with donors to fund special projects;
- Oversee staff and assure adequate training, professional development and case management effectiveness;
- Continuously monitor program efficacy and quality improvement with special attention to client needs;
- Pursue relationships with local government, civic groups, foundations, businesses and media in Cumberland and Sampson Counties;
- Support Agency events, projects, initiatives and report requirements;
- Collaborate with the Director of Communications to develop public relations and advocacy materials;
- Perform other duties as assigned;
- Report to the Chief Operating Officer, and supervise a minimum of two personnel.

## *Challenges & Opportunities*

The CSBG Director can expect to work closely with Senior Leadership, local businesses, key grantors, donors, community leaders and ASPIRE clients:

- As a Community Action Program, Action Pathways depends on the advocacy of individuals, groups, foundations and elected officials. The ideal candidate will discover new pipelines of support in nonprofit-rich Cumberland County and southeastern North Carolina;
- The Director should possess the technical skills, compassion and awareness to support client needs and deftly manage issues of sensitivity or conflict;
- The Director should possess the interpersonal skills, social capital and keen judgment necessary to collaborate with foundations, government officials and other persons who may advocate for the importance of self-sufficiency programs.



## QUALIFICATIONS

- Master's degree in social work, business administration or public administration, plus ten years of related experience (CSBG preferred) including seven in a supervisory position. An equivalent combination of education and experience may be considered.
- Employee should have or be able to earn within one year the counseling certifications to adequately make decisions regarding program services and determine training needs;
- ROMA certification preferred;
- Possess a collaborative management style, proven analytical abilities, and strong writing and verbal skills;
- High degree of accuracy, discretion and confidentiality;
- Ability to manage projects and maintain commitment to quality improvement;

- Recognition, appreciation and sensitivity to cultural, ethnic and social diversity across the communities served;
- Grantwriting experience preferred;
- Spanish speaking preferred.

## BENEFIT PACKAGE

Full-time exempt position. Salary is commensurate with experience.  
Hiring range: \$52,000 - \$62,000.

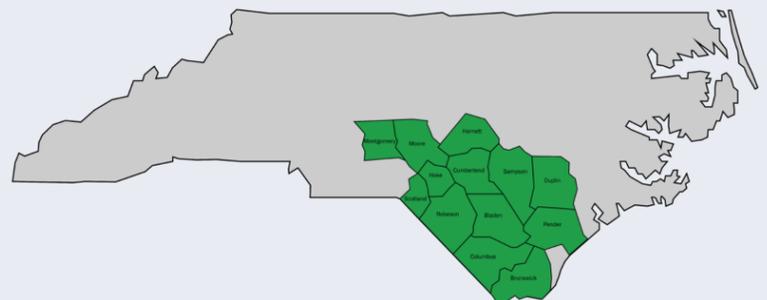
Employee benefits include but are not limited to:

- Dental, health, vision & life insurance
- Retirement plan
- Paid vacation, personal & sick leave
- Professional development training
- Educational financial assistance
- Short-term disability & medical leave
- Auto mileage reimbursement for official travel

## AGENCY SNAPSHOT

*Pictured: Counties of service*

\$22 Million operating budget  
285 Employees  
13 Counties  
10+ Million meals distributed  
1,183 Head Start children enrolled  
332 Weatherization projects  
229 Clients served by Reentry Program  
170 Families assisted by ASPIRE



*ASPIRE Self-Sufficiency:*

Serving Cumberland & Sampson Counties  
\$1.1 Million budget  
7 Full-time employees