

TRI-COUNTY COMMUNITY COUNCIL, INC.
302 North Oklahoma Street; P.O. Box 1210
Bonifay, Florida 32425

JOB ANNOUNCEMENT

Executive Director

Tri-County Community Council, Inc., is seeking an experienced, dedicated, and community-minded professional to serve as Executive Director.

The Executive Director will provide overall leadership and management of the organization, working closely with the Board of Directors, staff, community partners, and funding sources to advance the Agency's mission and ensure effective delivery of programs and services.

Qualifications:

- Leadership or management experience, preferably in a nonprofit or community organization.
- Strong communication, organizational, and financial skills.
- Experience with budgets, grants, and program management preferred.
- Master's degree or Bachelor's degree with equivalent combination of education and experience.

This position will remain open until September 25, 2026.

Applications may be obtained from any Tri-County Community Council office or online at www.tricountycommunitycouncil.com. For more information call **Joel Paul, Jr., Executive Director** at (850) 547-3689.

Only qualified applicants will be considered.

Successful applicant subject to pre-employment drug test and Level II background screening.

Benefits Include: Health Insurance, Life Insurance, Group Vision and Dental Insurance, 403(b) Pension Plan (agency match up to 5%), Sick Leave, Annual Leave, 11 Paid Holidays.

EQUAL OPPORTUNITY EMPLOYER AND DRUG AND SMOKE FREE WORKPLACE.



Tri-County Community Council, Inc.

Job Description

Prepared By:
Job Title: Executive Director
Department: Administration
Reports To: Board Chair
FLSA Status: Exempt
Prepared Date: August 2026
Approved By: Board Chair
Approved Date: August 2026
Salary Level:

SUMMARY

Has chief administrative responsibilities for the agency in planning, developing, and establishing policies of organization in accordance with board directives.

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

Plans, coordinates, and manages the daily operation of a Community Action Agency with 100+ employees in conjunction with the Executive Management Team.

Establishes and leads strategic planning to define current and long-range goals, objectives, and plans in accordance with board policy.

Ensure compliance with applicable laws, regulations, contracts and funding requirements.

Reviews activity reports and financial statements to evaluate progress in meeting goals and objectives.

Manage grants, contracts, budgets, and compliance in collaboration with appropriate staff.

Plans and implements an effective system of communicating throughout the organization.

Represent the agency in the community and advocate for individuals served.

Help advance the Agency mission and services.

Keeps Board of Directors abreast of Agency activities.

Performs other tasks as directed by the Board Chair.

SUPERVISOR RESPONSIBILITIES

Manages subordinate supervisors who supervise 100+ employees in the Transportation, Head Start, Finance, Human Resources, and Community Services, programs. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

Master's degree (M.A.) or Bachelor's degree (B.A.) from an accredited institution and four year related experience;
Bachelor's degree (B.A.) with equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
Ability to respond to common inquiries from customers, regulatory agencies, or members of the business community.
Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such a probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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 from and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Current driver's license and proof of proper vehicle insurance coverage; comply with background screening.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to 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 and talk or hear. The employee frequently is required to stand; walk; sit; use hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

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 noise level in the work environment is usually moderate.