



JOB ANNOUNCEMENT CCAP Program Director

Coastal Community Action Program (CCAP) is seeking a highly motivated, visionary and energetic individual to lead our Housing and Community Services Department.

This position is responsible for all aspects of the Housing and Community Services Department and will assure program compliance with all applicable regulations, requirements & contracts. The position is also responsible for personnel and budget management for each of the programs in the department. This position will participate as a member of the CCAP Executive Team and is an Exempt position.

Start date as soon as possible. Please send cover letter with resume and completed application to craigd@coastalcap.org or Coastal Community Action Program 101 E Market St., Aberdeen, WA 98520 Attn: Craig Dublanko. Application is available for download on our website at www.coastalcap.org. Application documents must be postmarked or received by 5:00 pm, June 3, 2025.

This Director position is your opportunity to lead CCAP's pioneering and exciting Housing Department. Our System of Coordinated Care is ground breaking and we are looking for someone to take us to the next level! CCAP is a growing and exciting place to work. We are a non-profit social service provider serving Grays Harbor, Pacific and other surrounding counties in Western Washington. We have a culture of innovation and creativity and are looking to expand that culture with the right kind of person. This position constitutes a combination of helping staff continue to provide excellent service through existing programs to our community as well as keeping an eye on the future and recognizing areas of growth and innovation within existing program areas or in new ventures.

COASTAL COMMUNITY ACTION PROGRAM
101 E. Market St.
Aberdeen, WA 98520

JOB DESCRIPTION

TITLE: Housing & Community Services Director

IMMEDIATE SUPERVISOR: Chief Executive Officer

JOB CLASSIFICATION: Director **SALARY RANGE:** XIII - XVII

PROGRAM: HCS Department **ASSIGNED STAFF:** Approx. 50 FTE

SUMMARY DESCRIPTION: The Director is responsible for the day to day oversight and management of the contracts assigned to the Housing and Community Services Department including providing supervision, support, mentorship and direction for the program staff. Assures program compliance with all applicable regulations, requirements and contracts as well as cost control and quality assurance for the program. Responsible for applicable grant and application writing and development of new programs to fulfill agency and client needs.

FUNCTIONAL RESPONSIBILITIES:

1. A strong commitment to helping individuals and families in need.
2. Lead agency efforts in all housing and other key community programs.
3. Oversee development and delivery of all housing and other key community services.
4. Oversee monthly expenditures, budgets, program modifications and authorize expenses for the department.
5. Assist in strategic leadership with community partners in developing new low-income projects and programs.
6. Establish and maintain working relationships with subcontractors, vendors, funding sources and the general community.
7. Hire, orient, mentor, supervise and evaluate staff performance.
8. Lead and/or be involved in community/state/national committees and groups that are working to provide solutions in the program areas assigned to the department.
9. Provide all programmatic duties when necessary.
10. Ensure profitability and sustainability of the programs.
11. Provide and maintain the highest quality service delivery for the clients.
12. Participates in the planning, preparation and development of grant applications, budgets, progress reports, contracts and other necessary grants management work
13. Good performance management needs solid strategic thinking and planning, clear articulation of key strategic objectives, transparent measurement of progress toward those objectives and analysis and communication of results to stakeholders.
14. Review and update all personnel job descriptions annually.
15. Participate in overall agency management as a part of the Executive Management Team.

16. Other duties as assigned by the CEO.

ADDITIONAL QUALIFICATIONS:

1. Bachelor's degree required. In rare situations, an individual without the requisite degree may qualify by demonstrating knowledge and abilities equivalent to the degree that has been attained through a combination of work experience and education.
2. Experience working with diverse socio-economic groups/individuals
3. High-level of verbal and written communications skills
4. Must have demonstrated ability to develop and lead creative solutions for community wide or agency based needs.
5. Demonstrated knowledge, experience and accountability in strategic leadership and planning in complex, multi-service organization.
6. Demonstrated ability to lead and manage with integrity, respect, and professionalism.
7. Knowledge and application of advanced management principles, including budget building and development, and financial planning and management.
8. Experience in development of cost estimates/budgets for proposed programs and cost estimates/budgets related to proposed changes in federal and state laws and regulations.
9. Knowledge and experience in the management of federal grants and state funds.
10. Ability to motivate, mentor and empower staff.
11. A proven track record of working effectively with other organizations and agencies to achieve positive customer outcomes.
12. Computer literacy required.
13. Must have reliable transportation, current insurance, and a valid Washington State driver's license.

It is the policy of the Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, age, sex, religion, national origin, marital status, sexual orientation, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.

Updated: May 20, 2025