

TO: Audubon Area Locations/Community Groups/Employment Offices  
FROM: Audubon Area Community Services Board of Directors  
RE: NOTICE OF JOB OPENING  
DATE: August 29, 2024

In accordance with PPPM Section 2.5, notice is hereby given of the following position available in the AACS organization.

**Chief Executive Officer (FT) Owensboro**

Will ensure that the mission and vision of the Audubon Area Community Services Board of Directors is communicated and translated into the daily operations of the agency. Will be proactive in developing agency programming in areas of available funding to meet the vision of the agency. Will negotiate contracts for property development/management and other contractual funding opportunities, ensure that the assets and liabilities of the agency are properly maintained, and ensure that the agency incorporation and non-profit status are accurate and current. Will foster a positive image for the agency through interaction with community committees and organizations. Will establish collaborations with community stakeholders. Will ensure that an annual agency and financial review is conducted to ensure that each program and department is functioning in an efficient and effective manner, evaluate and review agency progress, and report to the Board of Directors and other appropriate agencies. Will determine resource allocation of agency administrative funding, assets, and staff and ensure that program grantor/contractual regulations and requirements are met. Will provide the final decision on all employee hiring, transfers, and terminations for the agency.

A master's degree in business, management, education, social services, or related field and a minimum of five years of experience in an upper-level administrative management or executive officer position is required. Must enroll to become a Certified Community Action Professional within four years of employment and obtain the certification within the allotted three years. Must reside or relocate to a county within the Green River service area.

Apply on-line at: [www.audubon-area.com](http://www.audubon-area.com) or apply/submit resume to: Human Resources, Audubon Area Community Services, 1700 W 5<sup>th</sup> St, Owensboro, KY 42301 Fax 270-686-1796 Please include the job title when mailing or faxing your application/resume. **Deadline to apply: September 29, 2024**

**Equal Opportunity Employer M/F/D/V — Drug Free Workplace**

**Please Post This Notice**

**Starting salary:** \$145,392.00 annually. Benefits include health, dental, vision, life insurance, retirement plan. Accrual of sick and vacation time.