

Job Title: Executive Director

1 position for Gogebic and Ontonagon Counties
Wage commensurate with education and experience.

Full-time Position

The Executive Director reports directly to the Agency's Governing Board and is responsible for the overall administration, management, and direction of Gogebic-Ontonagon Community Action Agency. The Executive Director oversees Agency programs, personnel, finances, grants, and operations to ensure services meet community needs and comply with applicable laws, regulations, and funding requirements. The position promotes accountability, sound financial management, and achievement of the Agency's mission to reduce and alleviate poverty. The Executive Director employs and organizes staff and resources to carry out programs which will achieve this goal. Working under the policies and priorities established by the Governing Board, the Executive Director must lead the way in establishing community support of CAA objectives, promoting institutional change when needed, maintaining the internal and external integrity of the Agency and achieving a proper accountability in all program areas.

Qualifications: A Bachelor's Degree is required, along with a minimum of five years of progressively responsible experience in management, administration, program development, or supervision of publicly or privately funded programs. Demonstrated leadership, budgeting, personnel management, and communication skills are required. Full benefits are provided in accordance with Agency Personnel Policies. A criminal background check is required. Submit a letter of interest, resume and two professional letters of reference to: Executive Director, GOCAA, 100 S. Mill Street, Bessemer, MI 49911. The position will be **open to current Agency employees through COB October 16, 2026**. Following the internal application period, the position will be **advertised publicly, with applications accepted through COB October 30, 2026**. The agency reserves the right to accept or reject any and all applications.

Equal Opportunity Employer