



Serving Monterey County Seniors Since 1970

Job Description

Position:	Executive Director
FLSA Status:	Exempt, full time and in-office
Salary:	Between \$130,000 to \$150,000

The Executive Director leads and continually builds a strong team, working with the Board of Directors to achieve the organization's mission and vision. The role is the public face of the organization, and it is critical that the Executive Director has high integrity and the ability to personally connect with potential donors and members of the community. Maintaining these positive relationships is critical to the role and the future of the organization. The Executive Director reports directly to the Alliance on Aging Board of Directors. The Executive Director will oversee fundraising and programs, requiring excellent judgment, decision-making, and initiative.

Responsibilities

- Leads funding solicitations through in-person meetings, email, telephone, and mail outreach, with areas of focus to include events, planned giving, major gifts, and other creative campaigns Updates and implements the annual development plan and calendar under direction of the Board
- Continually focuses on the engagement and growth of the organization's most important asset, the employees
- Responsible for compliance with federal and state regulations and the employment function and the performance and development of the employees directly or indirectly
- Provides support and supervision to the Finance Director in planning, programming, budgeting cost control and program performance reporting. Collaborate on grant requests and other funding proposals
- Attends Board of Directors' meetings and effectively communicates relevant information to the Board including fundraising, financial reports, human resources matters, and programs, and any organizational needs
- Supports and attends Alliance on Aging events and develops relevant community relationships.
- Continually reviews program objectives to ensure they relate to the mission and vision of Alliance on Aging and are consistent with its policies
- Responsible for the overall management of the HUB, and Spirals Pacific Grove Benefit Store
- Stays up to date on the needs of the elderly in our community and the current sources of support and assistance through conferences, seminars, visiting senior activities, and contacting other professionals and public offices. Utilizes assertive and effective leadership in meeting the needs of the elderly on behalf of the Board of Directors, Alliance on Aging employees, and volunteers
- Negotiates leases for the Alliance on Aging office space, Spirals Pacific Grove store, and HUB.
- Oversees the creation and implementation of the annual marketing plan and reviews all media releases on platforms utilized by the organization

- Ensures the organization is in compliance with all federal, state, and relevant laws and maintains up-to-date contract files, grants, correspondence and other information as needed
- Other responsibilities as assigned by the Board of Directors

General Qualifications

- Bachelor's degree and/or Master's degree
- Minimum of 5 years of progressively responsible administrative management experience in public health and/or community-based health care or social services organizations
- Proficiency in MS Office suite (Excel, Word, Outlook, PowerPoint, etc.)
- Familiarity with various media platforms

Leadership Qualifications

- Strong commitment to the concept of making a better life for older Americans
- Critical thinking and recall ability for high level planning, analysis, and problem solving
- Interpersonal skills necessary in order to provide effective leadership for employees and to develop and maintain a variety of internal and external working relationships
- Ability to build collaborative relationships in the delivery of services in the public and private sector, including both non-profit and for-profit organizations
- High level of communication skills, verbally and written, when providing ideas and information
- Must have a superior level of personal and business integrity and ethics
- Demonstrated ability to work effectively with a Board of Directors, staff, public officials, and other technical and professional individuals
- Charisma and ability to connect with and inspire donors, volunteers, and employees
- Flexibility and ability to delegate to the team
- Role may require work on weekends and evenings

Physical Demands and Work Environment

Physical demands and work environment characteristics described here are representative of those that must be met (or may be encountered) by an employee to successfully 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 talk, hear and use hands to handle objects, tools, or controls, sit, stand, reach with hands and arms, walk and drive
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus

To Apply

Please submit a cover letter and resume to Brian McMahon, with the subject line Alliance on Aging Executive Director. No calls, please. We will respond to all applicants. Thankyou!
Email: brian@envisioninitiative.com