

Lincoln County Council on Aging (LCCOA) Executive Director

Job Description

The Executive Director is the key management leader of the Lincoln County Council on Aging. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading LCCOA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of LCCOA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Participate in fundraising and developing other resources necessary to support LCCOA's mission.

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of LCCOA's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that LCCOA can successfully fulfill its Mission into the future.
- Responsible for the enhancement of LCCOA's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of LCCOA's operations.
- Responsible for the hiring and retention of competent, qualified staff.

PROFESSIONAL QUALIFICATIONS

- Associate's degree
- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of LCCOA's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

ACTUAL JOB RESPONSIBILITIES:

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as LCCOA's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance LCCOA's Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Organization throughout the County.
- Written, communication and computer skills.
- Direct Supervision and evaluations of Site Directors, Kitchen Manager, Transportation, and Fund Development/ Volunteer Management staff.
- Strategic planning and implementation.
- Oversee marketing and other communications efforts.
- Review and recommend contracts for services, to the board of Directors
- Other duties as assigned by the Board of Directors.

Applicants should submit a resume to LCCOA, 1380 Boone Street, Troy, by Friday, June 26, 2020.