

EXECUTIVE DIRECTOR– NON-PROFIT - RICHMOND

Senior Connections The Capital Area Agency on Aging

Senior Connections is seeking an Executive Director to provide strategic leadership and direction by working with the Board of Directors and the Executive Leadership Team to continue the advancement of its mission in the Central Virginia region. The Executive Director will report to the Board of Directors and collaborate with the Leadership Team to develop and implement plans for the operational infrastructure of systems, processes, and personnel to accommodate the growth of the Agency.

Senior Connections, The Capital Area Agency on Aging, is the designated Area Agency on Aging for Planning District 15 consisting of the City of Richmond and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan. Senior Connections provides direct services, information and referral, education and advocacy for older adults, caregivers, and individuals with disabilities.

The Executive Director has the implementation responsibility for leading and expanding the organization's goals and mission. The Executive Director will play a critical role in community engagement and will work in collaboration with other community agencies and government agencies. The Executive Director serves as the primary spokesperson for Senior Connections and assumes a leadership role in fundraising as well as providing leadership, training and supervision to the Leadership Team and direct support staff. The Executive Director works closely with the Board of Directors to ensure the viability and sustainability of the organization.

Position Responsibilities

- Maintains close working relationship with Board of Directors to ensure appropriate policy and staff changes.
- Plans, directs, and evaluates the Agency's administrative and programmatic functions, including the selection, supervision, and evaluation of personnel.
- Oversees Agency budgeting, fiscal management principles and procedures, and grant management functions.
- Stays informed on community needs and resources for aging services programs; assists in developing coordinated community-based services.
- Maintains working relationship with Area Agencies on Aging Network, as well as with government officials and other organizations related to aging issues and concerns.

Qualifications include:

- Education: Master's Degree preferred; Social or Human Services field and extensive experience in professional human services work, including administrative, business/fiscal management and supervisory experience in a public service organization.
- Experience: minimum of 5-10 years senior management or executive experience.

- Knowledge of budgeting and fiscal management principles and procedures.
- Demonstrated successful track record in fundraising, program delivery, and supporting the non-profit sector and aging adult population.
- Knowledge of the Older Americans Act and legislative issues.
- Knowledge of the geographical area and community resources available.
- Ability to establish and maintain an effective working relationship with Board of Directors, elected officials, community agencies, staff, and the public.
- Proven track record in leadership of, and work with, volunteers.
- Excellent interpersonal, written, communication, and presentation skills.
- Demonstrated problem solving, decision-making skills, and the ability to multi-task.

TO APPLY: Individuals interested in this position should submit online a cover letter, résumé, and salary history to seniorconnectionsedsearch@gmail.com Position posting will close on December 15, 2021.

Salary: \$145,000-\$165,000 commensurate with experience

Benefits: Health and Dental Insurance, Paid time off includes Vacation, Holidays, and Sick leave.

Equal Employment Opportunity: Senior Connections provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics.