

EXECUTIVE DIRECTOR JOB DESCRIPTION

Position Title: Executive Director
Department: Administration
FSLA Status: Exempt, 40 hours per week
Reports to: President of Sixty & Better Board of Directors
Date: September 4, 2020



Summary of Position: To provide leadership and overall management to the agency, which administers a comprehensive program of services for older adults in accordance with the agency mission as established by the Board of Directors of Sixty & Better.

Key Responsibility Area- Board Relations

Specific Duties:

1. Responsible to Board of Directors for management and operation of the agency in keeping with the bylaws, policies, budgets and procedures established by the Board of Directors.
2. Makes regular reports to the Board of Directors concerning the agency's operation and provides information on issues and programs that affect older adults.
3. Attends and participates in Board and committee meetings.
4. Develops and recommends to the Board long and short range plans for agency programs and services and collaborates with Board Long Range Planning Committee.
5. Acts as agent of the Board as designated.
6. Provides Orientation to new Board members.

Key Responsibility Area- Administration

Specific Duties:

1. Responsible for developing and implementing procedure for systematic day-to-day operation of the agency in conjunction with a leadership team.
2. Responsible for developing an organizational structure for the agency including programs, services, and a diverse personnel cadre.
3. Employs appropriate personnel to operate the agency efficiently. Provides appropriate IT support, training, supervision, and evaluation of key management personnel.
4. Responsible for ensuring current Personnel Policies Manual and job descriptions for each employee.
5. Responsible for ensuring agency compliance to local, state and federal laws concerning employment.
6. Works with the agency Advisory Councils.

Key Responsibility Area- Financial Management

Specific Duties:

1. Ensures the management of the total assets of the agency (cash, securities, furnishings, equipment, etc.) in a manner which will be of greatest benefit to the agency.

Job Description
Executive Director

2. Supervises the preparation of the annual budget for the operation of the agency and submits it to the Board for their approval.
3. Manages the financial affairs of the agency as set forth in the approved budget and provides regular financial reports to the Board.
4. Ensures adequate systems of control and financial account in accordance with AICPA Standards of Accounting for “Not For Profit Organizations.”
5. Responsible for ensuring the fulfillment of all legal and financial requirements such as filing all necessary forms with the IRS, payment of payroll taxes, etc.

Key Responsibility Area-
Specific Duties:

Resource Development

1. Develops, with the approval and involvement of the Board, a broad based and systematic plan for securing sufficient monies to fund the agency programs.
2. Provides leadership for all grants and fund raising efforts.
3. Maintains relationships with funding sources and ensures that reports and proposals are submitted in a timely manner.
4. Maintains relationships with appropriate individuals and contact persons from foundations and corporations who may be potential sources of funding for operational and capital expenditures.
5. Ensures the development of proposals to foundations and corporations, United Way, and sources for appropriate federal, state, and city funding.

Key Responsibility Area-
Specific Duties:

Community Relations/Public Relations

1. Represents the agency in the community at the local, state, and national levels and provides information about the agency and its activities through public appearances, speeches, personal contacts, and the media.
2. Develops and promotes visibility of the agency in the community to attract needed resources.
3. Maintains appropriate relations with United Way, Area Agency on Aging, and other funding sources.
4. Assumes a leadership role in representing the needs of older adults.
5. Establishes and maintains effective public relations procedures.
6. Assures that agency publications and website conform to agency policies and procedures and are accessible and accurate sources of information regarding agency programming, as well as the concerns and problems of older adults.

Key Responsibility Area-
Specific Duties:

Program

1. Monitors, evaluates, and supervises daily operation of programs in order to determine if they are meeting established goals and objectives, as well as promote effective and efficient daily operation and management.

Job Description
Executive Director

2. Recommends the development and implementation of programs to the board that assist and support older adults to remain active and independent, including but not limited to online virtual support programs and evidence-based programs.

**Key Responsibility Area-
Specific Duties:**

Volunteers

1. Assures the development, implementation, and evaluation of the agency Volunteer Program.
2. Monitors management, programming, and funding of the agency Volunteer Program.

Key Responsibility Area-

Other Duties

1. Performs other duties that may be assigned by the Board of Directors.

JOB SPECIFICATIONS:

Education: Appropriate experience in aging, gerontology, sociology, social work, management, business, or related fields.

Bachelor's Degree or ten year's nonprofit management experience required.

Experience: A minimum of ten years of proven experience in management.

Knowledge: General knowledge of aging; Older Americans Act, and the funding through that Act; Area Agency on Aging; United Way and new funding sources.

Skills: Ability to relate to older persons and their concerns is expected.
Ability to lead and inspire a small and diverse staff is required.
Ability to maintain funding sources and secure new funding is required.
Broad skills of diplomacy and tact are needed to develop agency support.
Skill to develop personal, board and staff leadership is expected.
Ability to communicate well both verbally and in writing is expected.
Ability to speak and understand Spanish is helpful.

Other Requirements: Valid Texas driver's license and use of own car for agency business.

I have read and understand this job description.

Employee

Date

Job Description
Executive Director