

Executive Director Pickaway County Commission on Aging

The Pickaway County Commission on Aging is a Multipurpose Senior Center serving all of Pickaway County. Our services are available to seniors 60 and over, with membership available for individuals 55 and over.

Mission Statement: The Center's mission is to be a place where seniors can learn, grow, be energized and have access to resources to live independently with the best possible quality of life.

The Executive Director is the key management leader of the Pickaway County Commission on Aging/Senior Center. 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:

1) Board Governance: Works for and with Board in order to fulfill the organization mission.

- Responsible for leading Pickaway County Commission on Aging/Senior Center 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.

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

- Responsible for the fiscal integrity of the Center, 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.
- Responsible for fundraising and developing other resources necessary to support Center's mission.
- Responsible for the submission of appropriate reports and proposals to all federal, state, regional, and local funding sources as required.

3) 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 Center's programs that carry out the organization's mission.

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

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

- Responsible for effective administration of Center operations.
- Responsible for supervising and coordinating all Center staff and volunteers.
- Responsible for delegating responsibilities to appropriate staff and volunteers to ensure the efficient operations of the center.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible to provide leadership in the development, implementation, and improvement of services for the senior population.
- Responsible to coordinate activities and programs of the Center with other social service agencies to avoid duplication of services.
- Responsible for signing all agreements and other instruments made and entered into and on behalf of the organization.
- Responsible to serve as editor and assist with the preparation of the Center's newsletter.

5) Actual Job Responsibilities:

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures (with approval of the Board) for all functions and for the day-to-day operation of the Center.
- Serving as Center's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations throughout the community, regional and state organizations and utilize those relationships to strategically enhance the Center's Mission.
- Attends all meetings and conferences as required by the Board.
- 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 Center throughout the community and State.
- Oversee organization of Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts or agreements for services.
- Other duties as assigned by the Board of Directors.

6) Professional Qualifications:

- A bachelor's degree in business, public administration or social services preferred
- Transparent and high integrity leadership
- Preferred three to five years management experience

- 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 the Center's strategic future to Board, staff, seniors, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members, staff, seniors, and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse groups
- Demonstrated ability to oversee and collaborate positively with staff
- Strong public speaking ability
- Proficient computer skills
- Position is exempt and unclassified
- May be required to work evenings and weekends with some travel as needed
- Must have a valid state driver's license

7) Physical Requirements:

- Must be able to sit, stand, bend, stoop, kneel, and lift up to 25 pounds

8) Application Procedure

- Submit a resume and cover letter electronically to Brenda Strittmatter, Board President, at bstrittmatter@hotmail.com by October 5, 2018.

Pickaway County Commission on Aging/Senior Center is an Equal Opportunity/Affirmative Action Employer. All qualified candidates will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status or protected veteran status. Equal Opportunity Employment is a federal law.

Executive Director: Pickaway County Commission on Aging/Senior Center

The Pickaway County Commission on Aging (PCCA) is seeking a highly skilled and mission driven professional to serve as its next Executive Director. The PCCA provides a range of services that benefit senior citizens. The Executive Director reports to the Board of Directors.

The PCCA programs in Fiscal Year 2017 included: serving 101,387 (583 congregate clients and 662 home delivered clients), 6706 transportation trips, 600 hours of homemaking services, and 1113 days of adult day care.

The Executive Director provides leadership and vision in planning, coordinating programs, and developing new initiatives and fundraising. The Executive Director must work effectively with the Board of Directors, seniors, staff, volunteers, vendors, and community leaders. The Executive Director is responsible for administration, personnel, monitoring programs, and financial management of the Center.

The successful candidate is preferred to have a Bachelor's degree from an accredited college or university with a major in business, public administration, or social services or closely related field. Strong written and oral communication skills and public relations are critical. Prefer a candidate with 3 to 5 years management experience. Salary commensurate with experience.

PCCA is an Equal Opportunity Employer. Candidate must successfully pass a background check and drug test. Candidates should submit a resume and cover letter electronically to Brenda Strittmatter, Board President, at bstrittmatter@hotmail.com by October 5, 2018.