



A caring place for seniors. A caring place for the day.

POSITION DESCRIPTION EXECUTIVE DIRECTOR

OPPORTUNITY

ElderHouse, Inc. seeks a passionate, hands-on Executive Director with demonstrated management and program development experience to oversee the fulfillment of its mission and vision in providing support to seniors and their family caregivers. The Executive Director leads a team of 12 part-time employees and manages the organization's \$1.2 million budget. S/he is responsible for the operational integrity of the organization to include financial control, administrative management, program oversight and community relations. The Executive Director reports to the Board of Directors and works closely with the board chair and board committee leaders on fundraising and development. Candidates must provide inspirational leadership and direction to the staff ensure the continued development and management of a professional and efficient organization.

Located in Norwalk, CT, ElderHouse provides support to aging seniors and their family caregivers in Darien, New Canaan, Norwalk, Stamford, Weston, Westport, and Wilton. Their award-winning adult day program offers seniors full days of social engagement, enjoyable activities, nursing supervision and personal care at an affordable all-inclusive rate, while caregivers benefit from a few days a week away from caregiving duties. Through a program of the highest quality services, supported by an unmatched staff tenure, ElderHouse has a proven track record of delivering what families need to keep their promises.

MAJOR RESPONSIBILITIES

Finance & Compliance:

- Oversee all accounting processes including accounts payable and receivable, payroll, collections.
- Prepare annual operating budget, seek board approval and manage income and expenses.
- Prepare financial statements for Finance Committee and Board review.
- Work with consultants to ensure the timely submission of financial statements and tax filings.
- Ensure compliance with financial audit protocols.
- Negotiate vendor contracts.
- Act as liaison with finance institutions on banking matters and investment accounts.

- Lead fundraising and resource development planning efforts – manage relationships with current and potential private and public sector donors, promote corporate partnerships, coordinate fundraising and grant writing activities, develop new revenue streams and programming for organization.

Leadership & Management:

- Show creativity and initiative in creating new programs that fulfill ElderHouse’s mission.
- Supervise administrative office staff.
- Responsible for role as HR administrator.
- Process all government contract renewals: Dept. of Social Services (Allied), Dept. of Education, Dept. of Consumer Protection, Secretary of State Annual Filing, Dept. of Transportation Affirmative Action Compliance, SAM Federal Registry, City of Norwalk.
- Assure that certain insurance policies remain current.
- Attend to property management inside and outside the facility and oversee maintenance, repairs, and equipment
- Set schedule for equipment replacement.

Program Oversight:

- Manage, coordinate and direct all programs, activities, and services in compliance with state requirements and funders, as well as organization’s policies and procedures.
- Establish and promote policies and standards of care consistent with highest levels of competency.
- Hire, manage, mentor, motivate and review full-time and part-time staff.
- Promote program excellence with regular 3-tiered evaluations: staff, clients, caregivers.
- Develop and implement a plan to drive client census.
- Institute a robust marketing plan through printed materials and web presence.
- Ensure compliance with standards of practice set by CAADS Peer Certification.

Governance:

- Report to the Board of Directors.
- Serve as an ex-officio member of the Board of Directors.
- Attend all board and committee meetings.
- Cultivate a working relationship with the Board to promote trust, confidence and a strong partnership.
- Support recruitment efforts for new board volunteers.
- Conduct training for new board candidates.
- Set practices that ensure transparency.
- Keep Board current on ethic rules and policy changes.

EXPERIENCE

Minimum of eight years of increasingly responsible leadership positions. A solid understanding of the nonprofit sector and/or governance, including fiscal management and business operations. Proven experience with community integration and relationship building. Management experience in staff development, supervision, and coaching. A track record of success in spearheading successful fundraising events, and in cultivating and developing donor relationships. Knowledge grant submission and management.

EDUCATION

A minimum of a bachelor's degree in a related field: Not-for-Profit/Business Administration, Human Services, Social Work, Gerontology, or Health Care.

PERSONAL ATTRIBUTES

Mission-driven leader with a high level of integrity and positivity who possesses strong verbal and written communications skills. Strong administrator with a proven track record of leading and motivating a team of committed staff and of creating positive work environments. A strategic, collaborative, and thoughtful steward of the agency able to envision a bright future. Importantly, person has a passion for working with older adults and their families.

COMPENSATION

The position is a full-time salaried position with comprehensive benefits. The salary range is \$110,000 and \$125,000 dependent on relevant qualifications and experience.

EQUAL OPPORTUNITY EMPLOYER

ElderHouse is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

We are only considering resume and cover letters submissions via email.
All cover letters and resumes should be sent to ElderHouseEDSearch@gmail.com.

Please name your documents as follows:
LAST NAME – COVER LETTER and LAST NAME – RESUME
Resumes and cover letters will be accepted until December 15, 2022.

Visit ElderHouse's website at: <https://www.elderhouse.org/>