



POSITION DESCRIPTION

EXECUTIVE DIRECTOR

OPPORTUNITY:

At Home In Greenwich, Inc. (AHIG) seeks a passionate and inspirational leader committed to helping a strong and vibrant community of Greenwich adults age gracefully in place. This is a unique opportunity to capitalize on AHIG's assets and successes to date and to strengthen and grow its membership, infrastructure, partnerships, and commitment to supporting a diverse community of aging adults living at home by providing referrals to trusted and vetted resources and services, enrichment opportunities, and social connections. The ideal Executive Director candidate should be a seasoned nonprofit executive with a social services background, preferably with experience with the aging.

The Executive Director will work closely with the Board of Directors, volunteers, and a small staff to steward the organization, implement the strategic plan and vision, galvanize community partnerships, manage the budget, and be a strong communicator and spokesperson. In addition, the Executive Director will lead efforts to strengthen organizational infrastructure by upgrading technology and Customer Relationship Management (CRM) system to enhance efficiency, data management, and engagement with stakeholders. The Executive Director operates under the oversight of the Board and reports to the President.

ABOUT THE ORGANIZATION:

AHIG is based on the Beacon Hill Village model, created to help older adults remain in their homes and connected to their communities. In Greenwich, AHIG uniquely offers access to vetted services, social connections, and year-round educational and enrichment events that foster inclusivity and engagement. With caring staff, dedicated volunteers, and trusted service providers, AHIG supports members to live independently, confidently, and with peace of mind. Guided by respect, optimism, and humor, AHIG builds meaningful connections and a strong, supportive community where older adults can thrive as they age.

AHIG is a pioneer in meeting the varied needs of Greenwich's burgeoning senior population. The organization is in the first wave of a nationwide movement adopting the Village to Village Network model. Currently there are 190 open villages with 150 in development, and AHIG continues to meet with other Fairfield and Westchester County groups and individuals as they become interested in the future of the aging in place concept. To learn more, visit <https://www.athomeingreenwich.org/>

RESPONSIBILITIES:

Leadership and Management:

- Provide strategic direction, fostering a positive work environment, and overseeing the day-to-day operations of the organization.
- Lead the AHIG staff (currently one full-time employee and a part-time bookkeeper, with plans to add a part-time social worker and possibly marketing/PR support) and ensure a positive, supportive, and collegial atmosphere.
- Inspire and rally others—volunteers, members, staff and board—around the strategic objectives and long-term vision of AHIG.
- Leverage technology and CRM system to deepen engagement with members, donors, and community partners.

Community Relations:

- Build and maintain relationships with members, their families, and external stakeholders, and represent the organization in the community.
- Create and execute a marketing and communication plan to attract new members and evaluate existing membership base and membership benefits.
- Explore opportunities to collaborate and form working partnerships with local organizations.

Program Development and Implementation:

- Drive membership growth and retention by developing and refining programs and services that are responsive to member needs.
- Develop and implement policies and procedures, ensuring compliance with regulations, standards, and best practices, and evaluate program effectiveness.
- Identify new means to attract and build the volunteer base in the community; support the existing volunteer program.
- Ensure the organization adheres to all relevant regulations.
- Anticipate and respond to shifts and trends in aging adults, community needs, programs, and partnerships.

Financial Stewardship:

- Oversee the organization's budget, manage financial resources, and ensure the financial health of the organization.
- Steward current donor relationships and work to identify new grant and funding opportunities (targeting individuals, foundations, and businesses) with a focus on increasing support for the organization.

QUALIFICATIONS:

Our ideal candidate will embody the values of AHIG and with a humble spirit, bring a strong commitment to the mission through leadership and strategic insights with the following skills and characteristics:

- Experience leading a nonprofit organization and working with a board.
- Strong interpersonal skills for working with both staff and volunteers including empathy and patience, and an understanding of the issues of aging.
- Strong project management skills and problem-solving skills including the ability to estimate project costs and revenues and monitor all projected targets, including proposed project scheduling.
- High energy, positive, team-oriented attitude.
- Well-organized and high attention to detail.
- Demonstrated ability to lead, supervise, and motivate staff.
- Ability to juggle multiple demands from many sources.
- Ability to make tough decisions when necessary—guided by mission, not tradition.
- Strong proficiency with Microsoft Office Suite, Zoom, and Google tools. Ability and desire to learn new software applications. Knowledge of social media a plus.
- Excellent communication skills, including public speaking in various settings.
- Flexible and resilient; good sense of humor.
- Knowledge of the lower Fairfield County area and specifically the Greenwich community and its resources is a plus.
- Bachelor's degree in a relevant field is desirable.
- Successful leadership and nonprofit management are essential.

COMPENSATION AND BENEFITS:

This position is a full-time exempt, salaried position. The salary range is \$100,000-\$110,000 dependent on relevant qualifications and experience. The successful candidate will be offered a competitive benefits package. The Executive Director is expected to work regular on-site business hours in Greenwich. AHIG is a warm, supportive, and nurturing workplace culture that offers freedom and autonomy in your day-to-day work.

EQUAL OPPORTUNITY EMPLOYER:

AHIG 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.

TO APPLY:

The search is being conducted by The Strategy Group. Please submit a resume and a compelling letter of interest via email. All cover letters and resumes should be sent as ONE PDF DOCUMENT titled "Last Name Cover Letter and Resume" to nonprofitjobs@thestrategygroupllc.org. Please title emails as AHIG SEARCH in the Subject Line. Resumes will be accepted until the position is filled.