



POSITION DESCRIPTION

EXECUTIVE DIRECTOR

OPPORTUNITY:

At Home In Greenwich, Inc. (AHIG) seeks a passionate and inspirational Executive Director to lead a strong and vibrant community of Greenwich adults aging in place. This is a unique opportunity to build on AHIG's accomplishments and expand its membership, infrastructure, partnerships, and commitment to supporting a diverse community of older adults. AHIG helps members live independently at home by connecting them with trusted resources and services, enrichment opportunities, and meaningful social connections. The ideal candidate should be a seasoned nonprofit leader.

The Executive Director will:

- Partner with the Board of Directors, volunteers, and staff to implement AHIG's strategic vision.
- Galvanize community partnerships and serve as a strong communicator and spokesperson.
- Manage the organization's budget and ensure financial sustainability.
- Strengthen infrastructure by upgrading technology and the CRM system to improve efficiency, data management, and stakeholder engagement.

The Executive Director reports to the Board President and operates under the oversight of the Board of Directors.

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 provides vetted services, social connections, and year-round enrichment programs that support independence, confidence, and peace of mind. With caring staff, dedicated volunteers, and trusted providers, AHIG builds a strong, inclusive community where older adults can thrive.

AHIG is also part of the nationwide Village to Village Network, a growing movement of more than 190 villages (with 150 more in development). As a pioneer in Greenwich, AHIG collaborates with groups across Fairfield and Westchester counties to expand the aging-in-place model and inspire new communities to embrace it. To learn more, visit <https://www.athomeingreenwich.org/>

RESPONSIBILITIES:

Must demonstrate ability to:

- Provide strategic direction and oversee day-to-day operations.
- Lead and support AHIG staff, fostering a positive and collegial culture.
- Inspire and engage volunteers, members, staff, and board around AHIG's mission and goals.
- Build and maintain community and stakeholder relationships; represent AHIG externally.
- Develop programs that drive membership growth and retention; ensure compliance and evaluate effectiveness.
- Oversee budget, manage resources, and ensure financial health.
- Steward donors and identify new funding opportunities.
- Anticipate and adapt to trends in aging, community needs, and partnerships.

Valuable if candidate can:

- Use technology and CRM systems to strengthen engagement with members, donors, and partners.
- Create and execute marketing and communications to attract and retain members.
- Expand and strengthen the volunteer program.

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:

- Proven leadership experience in nonprofit management and working with a board.
- Strong interpersonal skills with staff, volunteers, and older adults; empathetic and patient.
- Effective project management and problem-solving skills, including budgeting and scheduling.
- Demonstrated ability to lead, supervise, and motivate staff and volunteers.
- High energy, team-oriented, well-organized, and detail-focused.
- Ability to balance multiple priorities and make mission-driven decisions.
- Strong communication skills, including public speaking.
- Proficiency with Microsoft Office, Google tools, Zoom; willingness to learn new systems; social media knowledge a plus.
- Flexible, resilient, and approachable, with a good sense of humor.
- Familiarity with Greenwich and lower Fairfield County resources a plus.
- Bachelor's degree preferred.

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.