



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

## **Seeking Qualified Candidates**

### **Not-for-Profit Executive Director: ElderHouse Inc.**

The Board of Directors of ElderHouse Inc. seeks a qualified, highly competent individual with a successful background in management and program development to fill the role of Executive Director of ElderHouse. Candidates must provide inspirational leadership and direction to the staff and volunteers and ensure the continued development and management of a professional and efficient organization.

#### **Qualifications:**

- Minimum bachelor's degree in related field: Not-for-Profit/Business Administration, Human Services, Social Work, Gerontology, Health Care
- Minimum 8-year experience in successful leadership position in related field
- A financial perspicacity in budget and resource management
- A successful track record of creating positive work environments
- Management experience in staff development, supervision and coaching
- Proven experience with community integration and relationship building
- Involvement in successful fundraising events
- Experience in developing and cultivating relationships to secure gifts and contributions from individuals and foundations
- Knowledge in grant submission and management
- Capacity to address issues related to older adults

#### **Job Summary:**

The Executive Director is responsible for the operational integrity of the organization to include financial control, administrative management, program oversight and community relations. ElderHouse is mission driven and the Director is responsible to develop and establish standards of care and policies that lead the organization to excellence. The Director will promote ElderHouse and its programs through community outreach and agency partnership.

#### **Responsibilities/Duties:**

##### **Fiscal Oversight/Controls**

- Oversees all accounting processes including accounts payable and receivable, payroll, collections
- Prepares annual operating budget of approximately \$1.2 million, seeks board approval and manages income and expenses
- Prepares financial statements for Finance Committee and Board review
- Works with consultants to ensure the timely submission of financial statements and tax filings
- Ensures compliance with financial audit protocols

- Seeks new funding sources and revenue opportunities
- Manages grant submission and reporting
- Negotiates vendor contracts
- Acts as liaison with finance institutions and board on banking matters and investment accounts
- Ensures fundraising compliance

### **Administrative Management**

- Supervises administrative office staff
- Responsible for role as HR administrator
- Processes 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
- Makes certain insurance policies remain current
- Responsible for property management inside and outside the facility, maintenance, repairs, and equipment
- Sets schedule for equipment replacement

### **Program Oversight**

- Manages, coordinates and directs all programs, activities, and services in compliance with state requirements and funders, as well as organization's policies and procedures
- Establishes and promotes policies and standards of care consistent with highest levels of competency
- Hires, manages, mentors, motivates and reviews full-time and part-time staff
- Promotes program excellence with regular 3-tiered evaluations: staff, clients, caregivers
- Develops and implements a plan to drive client census
- Institutes a robust marketing plan through printed materials and web presence
- Ensures compliance with standards of practice set by CAADS Peer Certification

### **Board Relations**

- Reports to the Board of Directors
- Serves as an ex-officio member of the Board of Directors
- Attends all board and committee meetings
- Cultivates a working relationship with the Board to promote trust, confidence and a strong partnership
- Supports recruitment efforts for new board volunteers
- Conducts training for new board candidates
- Sets practices that ensure transparency
- Keeps board current on ethic rules and policy changes
- Provides staff support for fundraising events

**Salary: \$110,000.**

**How to Apply:** Please email a cover letter and updated resume/CV by September 20, 2022 to:

**[Click Here to Apply](#)**

*ElderHouse is an equal opportunity employer.*