



200 Plaza Drive, Suite B
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www.ActionforOlderPersons.org

Job Title: Executive Director

Hours: Full time, salaried, exempt position

Salary: Commensurate with experience (salary range is \$ - \$)

Benefits: Health insurance and SIMPLE IRA as per AOP policies; vacation, personal time, holidays as per AOP personnel policies.

Agency Information: www.ActionforOlderpersons.org

Position: Reporting to the Board of Directors, the Executive Director (ED) of Action for Older Persons, Inc. (AOP) will have overall strategic and operational responsibility for AOP's staff, programs, finances, and execution of its mission. S/he will initially develop comprehensive knowledge of AOP's core programs, daily operations, and fiscal plans.

Responsibilities: The ED manages all aspects of agency operations and provides leadership toward achieving AOP's vision, mission, and strategic goals. Principal accountabilities to ensure ongoing programmatic excellence, program evaluation, and consistent quality of financial, fundraising, communications, and administrative systems include:

- Board Administration and Support -- Develops, maintains, and supports a strong Board of Directors. Serves as ex-officio of each board committee. Seeks and builds board involvement with strategic direction for the agency.
- Program, Product and Service Delivery -- Oversees design, marketing, promotion, delivery and quality of programs, products and services. Recommends timelines and resources needed to measure and achieve program successes.
- Fiscal Management -- Ensures that AOP is fiscally sound and maintains compliance accountability to funders and regulatory bodies. Directs financial activities and makes decisions based on plans and policies developed in concert with the Board of Directors. Presents annual operating budget for Board approval and prudently manages AOP's resources within those budget

guidelines. Obtains contributions, contracts, grants, and in kind donations to support AOP projects and services. Oversees/supervises all bookkeeping, accounting, and reporting of quarterly and other financial activities in accordance with current laws and regulations.

- Human Resource Management -- Effectively manages AOP's human resources according to personnel policies and procedures that conform to current laws and regulations. Actively engages and energizes AOP's staff, volunteers, board members, partnering organizations, and funders.
- Fundraising and Public Relations -- Assures AOP's mission, programs, products and services are presented consistently in a strong, positive image to relevant stakeholders. Maintains and refines all aspects of communications, from web presence to external relations, with the goals of creating a stronger brand and garnering new opportunities. Develops revenue generating and fundraising activities to support and enhance existing program operations. Identifies resource requirements, researches funding sources, establishes strategies to approach funders, submits proposals and administers fundraising records and documentation.

Qualifications: The ED will be thoroughly committed to AOP's mission. All candidates should have proven leadership, program development, and fiscal management experience.

Required Qualifications:

- A Bachelor's Degree from an accredited school of social work, business or public administration, or equivalent degree in a related field of study.
- Five or more years of progressively responsible experience in the field of human services, with at least one year of this experience preferably being in aging, long term care, or a closely related human services field.
- Shall not have an interest or relationship which may interfere with, limit, or appear to interfere with or limit in any way the ability of the ED to be objective, to fully inform clients of their options, to manage and direct the agency, or to comply with the policies and procedures of contractual entities.

Preferred Qualifications:

- Action-oriented, unwavering commitment to overseeing quality programs and data-driven program evaluation.
- Demonstrated capability as a persuasive and passionate communicator with excellent written, verbal and interpersonal skills.

- Ability to coach staff, manage and retain high-performing teams of volunteers, and work effectively with diverse groups of people.
- Past success working with a Board of Directors to set and achieve strategic objectives.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultivate collaborative relationships.
- A working knowledge of United Way policies, procedures, and practices.
- Familiarity with government programs and funding practices affecting older adults.

Required Competencies:

- Ability to travel throughout geographic area covered by AOP's programs.
- Computer literacy.
- Proficiency in fiscal management, budgeting, and supervision.

Required Application Materials:

- 1) A cover letter that specifically addresses the job requirements and outlines qualifications
- 2) A current resume
- 3) Names and contact information for three professional references

Applications are accepted via mail or drop-off at:

Review of applications will begin immediately and continue until position is filled.

Special Instructions to Applicants:

Action for Older Persons, Inc. is an equal opportunity employer. It is the Agency's policy to support the principles of equal employment opportunity for all people without regard to race, color, national origin, religion, age, sex, sexual orientation, marital status, veteran status, handicap or residence in compliance with local and federal laws.