



FULL-TIME EXECUTIVE DIRECTOR – JOB OPENING

Position Overview

The Executive Director inspires and leads staff and many teams of volunteers to support and engage the membership to live vibrant independent lives. The Executive Director provides overall leadership, strategic direction and management of the Village to grow and sustain the organization. The Executive Director will promote the organization in the community through active outreach and building partnerships. You will work in close collaboration with the Member Relations and Volunteer Manager to oversee daily operations, member relations and volunteer management. In addition, you will work closely with the Board, staff, members, volunteers and other community organizations to ensure programs and services are consistent with the “member centered” mission and values of the Village Network. We receive supportive resources from the national Village to Village Network and the Village Movement of California.

Roles and Responsibilities

Community Outreach (35%)

The Executive Director has ultimate responsibility over the satisfaction and retention of Village members, and as such, has ultimate authority for the outcomes of the Village’s marketing efforts including effective member communications and promotion of the Village Network’s brand and its program.

- Promote the Village with the community and grow member and volunteer enrollment according to plan.
- Serve as Village spokesperson in local media, public forums, other nonprofits and community gatherings.
- Manage the development of marketing and outreach materials including social media and the execution of the monthly member / community newsletter.
- Develop partnerships with community organizations to leverage impact and coordination of Village offerings.

Operations Management (35%)

Board

- Make recommendations and reports to the Board on Village operations, goals, timelines and evaluations and support all activities associated with the Board of Directors and Teams.
- Collaborate with the Board in long-range planning and developing organizational goals.
- Manage member scholarship program (MPP) and recommend policy to the Board.

Staff Supervision

- Lead paid staff and volunteers in all operational aspects of the organization.
- Create and maintain a working environment whereby all staff can produce at their highest level.
- Manage all aspects of human resource management including Village policies, legal, contractual and safety requirements.
- Support the Manager in the implementation of Village programs.

Administrative

- Oversee the development of the annual budget and management of the operations within established budget guidelines in conjunction with Finance Team.
- Ensure effective computer management and communications systems and reporting.

Program Development (15%)

The Executive Director works with the Program Team to develop new programs that serve the members and reach out to the general public. These programs can be a partnership with other community organizations.

- Collaborate with Program Team to develop outreach programs to the general public that educate and encourage recruitment of new members and volunteers.
- Manage the Program Team in the development of new programs.
- Support the Manager and Program Team in the implementation of the programs.
- Evaluate the effectiveness of all Village programs.

Fund Development (15%)

In conjunction with the Board, staff and Fund Development Team, the Executive Director provides the leadership associated with fundraising through donor campaigns, business partnerships, grant applications, events, etc.

- Work with the Board's Fund Development Team to develop and produce fundraising appeals, business partnerships, major donor giving and legacy giving.
- Identify grants and work with Fund Development Team to write proposals and secure additional funding where appropriate.

Key Leadership Qualities

Skilled as the face of the organization including marketing and public speaking

Capability to network with community leaders and grow strategic alliances

Ability to lead Fund Development Team

Dynamic and visionary leadership skills

Demonstrated management experience of staff and volunteers

High energy and creative problem solver

Leadership role in growing an organization

Position Requirements

Enjoys interacting with people with respect, patience and empathy

Possesses strong operational skills and knows how to get things done

5+ years of management experience with non-profit organization(s)

Strong technology skills

Strong writing skills

Excellent public speaker and able to engage with diverse audiences

Experience managing a budget

Preferred

Experience with non-profit organization with a knowledge or concentration on older adults

Possesses an understanding of the needs of people 50+ and the resources available to them

Knowledge of local organizations in Petaluma and Penngrove

Bachelor's degree

Terms of Employment

Hours: Full-time \$70,000

Benefits: Holidays; Vacation; Health benefits

Evaluation: by the Board after 90 days and annually

Location: Village office and meeting space located at 410 D Street in downtown Petaluma, CA

Open until filled.