



## **Executive Director, Council on Aging of Central Oregon**

### **THE COUNCIL ON AGING OF CENTRAL OREGON**

We connect thousands of older adults and their loved ones to information and services that support their changing needs as they age – so that they can age well in a place of their choosing. With a budget of \$4 million, twenty-six (26) employees and hundreds of volunteers, we offer programs that provide nutritional support, combat social isolation and loneliness, create connections to community resources and deliver information and referral services. We serve the fast-growing populations of older adults in six communities across Central Oregon.

### **POSITION SUMMARY**

The Executive Director acts as the Chief Executive Officer (CEO) of The Council on Aging of Central Oregon (COA). The full-time position reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission to advocate for, empower and guide older adults to live with independence and well-being in age friendly communities. The Executive Director sets strategy and vision, builds the COA culture, leads the senior team, develops and delivers relevant and quality services, secures and allocates capital resources appropriately. Working with the Board, the Executive Director will set organizational, operational, fundraising and financial goals and work diligently to meet them.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead the mission and vision of the organization, along with the Board, so that COA clients receive the highest quality services
- Develop and manage COA's annual budget of \$4M and ensure that it is a financially viable, sustainable organization with the resources to meet current and projected program growth, while maintaining appropriate levels of financial reserves
- Manage a high-performing senior leadership team and play an active role in attracting, retaining and developing best-in-class staff and volunteer base
- Manage successful implementation of the organization's strategic plan, working closely with the Board to review and update goals and plans, as needed
- Participate in identifying and cultivating major donors and foundations
- Position COA as the thought leader on aging through community engagement, presentations, public and media relations and partnerships
- Keep the Board informed of organizational matters, including funding, staffing, financial results, program developments, contractual compliance, media and legal issues
- Ensure that COA is in compliance with relevant state and federal laws, regulations and standards in accounting, labor relations and contractual matters

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

#### Background

- Bachelor's Degree in Nonprofit Management, Business Administration, Finance or its equivalent



- Master's Degree preferred
- A minimum of 10-15 years successful senior leadership experience

#### Key Skills

- Outstanding financial management and stewardship skills
- Ability to fundraise to support ongoing operations and new program development
- Excellent communication and presentation skills
- Ability to create alliances and partnerships with city and county government, healthcare organizations and other non-profit entities
- Experience working for/on a governance-based Board of Directors

#### Management Style and Abilities

- A dynamic approach to management
- Commitment to results with a strong emphasis on accountability
- Strong operational management and planning experience
- Proven motivational and leadership abilities
- Engaged community leader
- Empathy with the issues of older adults

#### Compensation

\$120,000 - \$140,000 based on skills and abilities, experience, and compared to benchmarks in the community. Excellent Benefits Package.

#### To Apply

Email resume and cover letter to [EDRecruiting@councilonaging.org](mailto:EDRecruiting@councilonaging.org).

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The Council on Aging of Central Oregon is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.