



EXECUTIVE DIRECTOR

FLSA Classification: Exempt
EEO Classification: Executive/Sr. Level
Officials and Manager
Position Grade: 6B

Reports To: Board of Directors
Prepared Date: February 2020

JOB SUMMARY:

This position is the key management leader for Upper Shore Aging, providing leadership in all aspects of the organization - leading operational excellence, fiscal responsibility, administration of programs, as well as developing and driving strategic initiatives. This position ensures that Upper Shore Aging follows the mission and vision of the Agency and meets the needs of the local communities and aging population it serves.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Work closely with the Board of Directors to fulfill the mission of the Agency. Communicate in a timely and accurate manner all information necessary for the board to function properly and make informed decisions.
- Serve as liaison between Upper Shore Aging and County, State and Local officials as well as Federal Commission and similar organization on issues concerning older adults that we serve.
- Provide leadership in all aspects of the day-to-day administration of the Agency's activities, including programs, strategic planning, community outreach, operations and fulfilling of the mission to the community we serve.
- Maintain effective and cooperative relationships with agency staff, local and state agencies, volunteers, elected officials, community, board of directors and others.
- Ensure that the Agency's mission is fulfilled through programs, planning and community outreach and that it can successfully fulfill the Mission into the future.
- Responsible for the fiscal integrity, including submission to the Board of a proposed annual budget and regular financial statements as to the financial condition and needs of the Agency. Ensure that fiscal and compliance requirements under the Area Plan, and vendor grants are consistent with state and federal regulations.
- Oversee and implement appropriate resources and effective administration to ensure the operations of the Agency are sustainable, effective and accessible.
- Direct and review the development of grant applications, budgets and funding request to federal, state and local entities.
- Provide administrative oversight of Upper Shore Aging's federal Older Americans Act programs and Maryland Department of Aging programs including, but not limited to: Nutrition Programs; Health Promotion; Senior Care Programs; Health Insurance and Medicare Counseling Programs; Caregiver Programs; Medicaid Waiver and Community First Choice Programs; Ombudsman Program; Assisted Living Subsidy Program; Legal Services; Senior Center Programs and Maryland Point Program.
- Serve as the Court Appointed Guardian for the persons age 65+ in Kent, Caroline and Talbot Counties who have been deemed incompetent and require placement and supervision.
- Engage in fundraising initiatives from private foundations and non-government organizations to support Upper Shore Aging's efforts and mission to provide services to the local aging population.
- Oversee the development of a multi-year comprehensive Area Plan for Programs on Aging as required by the Maryland Department of Aging, and update the plan annually, or as needed.
- Administer the negotiation of sub-grants and contracts with non-profit and for-profit entities to deliver a variety of services to older adults in the 3-county areas we serve.
- Travel regularly to all locations; as well as meetings, community events and trainings.

- Provide leadership and advocacy efforts pertaining to the needs and well-being of the older adults in our community.
- Motivate staff to meet and/or exceed objectives, follow the mission of the Agency and provide exemplary services and programs offered to the aging community we serve.
- Stay abreast on issues, regulations, laws, initiatives, trends, latest developments, etc. with regard to the aging population and non-profits.
- Manage direct reports to ensure Agency mission is maintained, needs and objectives are achieved in an effective and efficient manner.
- Perform all other duties as assigned by the Board of Directors.

OTHER DUTIES AND RESPONSIBILITIES:

- Attend meetings and training sessions as necessary.
- Assist in duties of other staff during their absence and/or as necessary.

SUPERVISORY RESPONSIBILITIES:

This position manages the Fiscal Director, Director of Senior Centers, Case Managers, MAP Coordinator and Administrative Assistant. This position is responsible for conducting performance reviews, developing performance management objectives, fostering development of staff, recommending training, providing coaching and counseling, recommending compensation changes, recommending hiring and terminations based on department needs and scheduling of assignments and projects.

QUALIFICATIONS and COMPETENCIES:

Skills and Abilities

Extensive experience and knowledge of and application of principles and practices of social work as applied to senior populations, elder care laws and principles of federal grand administration. Must have a passion for helping people, specifically the aging population. Transparent and high integrity leadership. Experience and skills in effectively working with and building relationships with a Board of Directors. High level strategic thinking, planning and implementing. Ability to envision and communicate the Agency’s mission and strategic future to staff, board, volunteers, community, etc. Demonstrated ability to effectively manage and collaborate with staff. A history of successfully generating new revenue streams and improving financial results through grants, seeking alternative methods of funding, fundraising through donors, etc. Solid organization abilities including planning, delegating, program development, financial management, budget preparation, analysis, decision making, and similar. Strong written and oral communication skills, including strong public speaking ability. Strong work ethic with a high degree of energy. Pleasant, engaging and approachable demeanor. Ability to relate to and communicate with individuals of all in our community in an empathetic and non-judgmental manner.

Education and Experience:

Bachelor’s Degree in Human Services, Social Work or related field. 10+ years executive or managerial experience in a non-profit or human services organization, preferred. Effectively managed all aspects including fiscal, operations, people, fundraising, and working with state and federal entities.

Physical Demands, Work Conditions and Environment:

- Ability to lift and carry up to 25 pounds on an occasional basis.
- Location of job requires most work completed in a usual office environment, with occasional travel to off-site locations, community events, training, etc.
- Occasional exposure to outdoor weather elements while at off site locations.
- Regular access to a reliable vehicle.
- Ability to operate a vehicle on a regular basis.
- May sit and view a computer screen for an extended period time.
- Must be able to walk and stand on a regular basis.
- Must be able to speak effectively in small and large group settings.

Eligibility Requirements:

- Must be at least 18 years of age or older.
- Must be willing to submit to a background investigation; any offer of employment is conditioned upon the successful completion of a background investigation, including but not limited to: Driving Record, Criminal Background, Sex Offender Registry, Reference Check, Credit Check, etc.
- Must be willing to submit to a drug and alcohol screening.
- Must have unrestricted work authorization to work in the United States.
- Must have a valid driver's license and proof of insurance coverage.

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Additional duties may be added, or duties may be altered at the discretion of management.

Upper Shore Aging believes that all persons are entitled to equal employment opportunity and does not discriminate against nor favor any applicant because race, color, religion, sex, national origin, age, disability, military or veteran status, marital status, gender identity, genetic information, actual or perceived sexual orientation or any other characteristic protected by federal, state, or local law. Furthermore, Upper Shore Aging will make reasonable accommodations to known physical or mental limitations of an otherwise qualified employee or applicant with a disability, unless the accommodation would impose an undue hardship on the operation of our business.

Nothing in this job description is intended to be interpreted or meant as an expressed or implied contract of employment. As an employee of Upper Shore Aging, employees are employed AT WILL. As an AT WILL employee, employees have the right to leave the Company and the Company has the right to terminate employment and compensation, with or without cause and with or without notice, at any time.

Signature

Date