

Job Description

Job Title: Executive Director **Reports To:** Board of Directors **FLSA Status:** Exempt

Summary: The Board of Directors for LifePath is actively seeking an innovative and strategic leader to serve as the Executive Director for the organization. The Executive Director will oversee LifePath's operations, fundraising, marketing, program expansion and development, financial stability, and the execution of its mission.

Our mission: We are dedicated to keeping our older neighbors and friends healthy and safe by providing effective programs and supports to help them stay connected to our communities.

Essential Duties and Responsibilities include the following:

- Provide excellent fiscal management to assure LifePath continues to be a viable, fiscally responsible agency
- Secure, lead, coach, develop, and retain a high-performance senior management team to assure LifePath's programs and business functions are run effectively and efficiently
- Work with senior leadership and board of directors to discover and implement innovative ways to expand existing programming and fundraising efforts
- Grow partnerships using innovative marketing channels and seek new funding streams to support programs that serve our mission. This includes individual donors, as well as organizations that assist the senior population
- Actively engage, energize and provide exceptional support to the board of directors and committees by fostering dialog and making well-researched and well-thought-out recommendations
- Strengthen LifePath's reputation by establishing positive and productive working relationships and cooperative arrangements with community groups; public, private and not-for-profit organizations; private donors and government; foundation and corporate funders
- Assure that all programs provide excellent service to LifePath's customers and meet all funder expectations
- Serve as LifePath's spokesperson by sharing our story, establishing the agency as the "expert on aging issues", and negotiating for funding and other resources needed for Lifepath to achieve its mission.

Qualifications

Education and Experience

- Bachelor's Degree in Business Administration, Public Administration, Not for Profit Management or related program.
- Advanced degree, ideally an MBA, is desirable
- Minimum of 7 years of executive-level management experience in a not for profit, or similar organization, with a track record of effectively leading a performance and outcomes-based organization and staff, as well as growth of external funding sources

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- Past experience working with, and reporting to, a Board of Directors, and the ability to build relationships with both new and existing board members
- Unwavering commitment to the development and maintenance of quality programs and ongoing program evaluation, with the ability to adapt to the changing needs of the population LifePath serves
- Excellence in organizational and operational management with the ability to coach, staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget

Desired Skills

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and platform skills
- Strategic mindset with the ability to work effectively in collaboration with diverse groups of people, internal and external stakeholders
- Experience in working with the community, including other not for profit organizations
- Experience in government relations, including building and maintaining relationships, and ensuring compliance
- Experience with the grant writing and submission process
- Proven donor and fundraising growth.
- Experience marketing a not for profit.