

## EXECUTIVE DIRECTOR PROFILE

**AGENCY**                                      **Southwestern Vermont Council on Aging (SVCOA)**

**POSITION TITLE**                              **Executive Director**

### **AGENCY BACKGROUND**

The Older Americans Act of 1965 was designed to improve the lives of Americans 60 years or older, and in 1977 SVOCA was formed as one of the five Vermont agencies under this act. It serves the southwest corner of Vermont, including most of Rutland and Bennington counties, with established offices in both locations. Each year thousands of Vermonters are served by SVCOA's essential programs: Meals on Wheels, Caregiver Support, Case Management & Options Counseling, Elder Care Clinical services, Senior Companion Program, Money Management Assistance, Wellness & Nutrition, State Health Insurance/Medicare Navigation, and Transportation. SVCOA's mission is: *To empower Vermonters to age with dignity, independence, and quality of life.*

### **POSITION DESCRIPTION**

The Executive Directive provides essential leadership for SVCOA, overseeing internal operations, administrative and financial management, program planning and delivery, and fundraising. Working hand in hand with the Board of Directors and a skilled and dedicated staff, the ED ensures that the core mission of the SVCOA is met through high quality programs, strategic planning, community outreach and collaboration. The position requires: Strong organizational, communication, relationship building, and motivational skills; the proven ability to create a positive and productive organizational culture; a history of working with governmental agencies, diverse funding sources and communities; the skills and commitment to ensure financial sustainability; the capacity to analyze risks and opportunities, and to make key decisions and drive essential change.

*Key responsibilities include:*

#### Program and Operations

- Oversee, and in collaboration with senior leadership and the Board, manage all teams responsible for day-to-day operation of SVCOA: internal operations, administrative functions, program development, fundraising, marketing, and strategic planning.
- Ensure the organization's programs and services accomplish the goals and objectives as outlined by the Board of Directors, agency funders and the strategic plan.
- Supervise, support and mentor staff and volunteers; actively foster and nurture strong team interactions to ensure the fulfillment of the SVCOA mission.

#### Board Governance and Collaboration

- Report to the SVCOA Board of Directors, ensuring they are fully informed on mission effectiveness, personnel and program status, and factors influencing long term financial sustainability.

- Collaborate with the Board to develop and update the Strategic Plan, as well as benchmarks to track progress toward both short-term and long-term goals.
- Develop strong, diverse community connections to assure maximum visibility, mutually beneficial relationships and referral sources, and to effectively represent SVCOA in interactions with: DAIL (Department of Disabilities, Aging and Independent Living), Vermont Association of Area Agencies on Aging (V4A), Vermont Area Agency on Aging (AAA) Directors, other government entities, service agencies, funders, community partners and advocacy efforts.

#### Financial Management and Administration

- Oversee budget, mandated accounting procedures, and compliance with contractual obligations and policies.
- Provide ongoing financial oversight, including the development of regular reports, annual budgets, audits, and financial forecasts.
- Work with staff to adhere to best practices in fiscal and personnel management.

#### Fundraising and Development

Fundraising and grant writing are long-standing expectations of SVCOA's Executive Director. However, three factors now contribute to an increasing emphasis on this critical skill set: Continued essentially "level funding" at both federal and state levels for services under the Older American Act; the imminent end of special COVID funds, and the high and growing percentage of older Vermonters.

- In collaboration with the Board and senior leadership, plan and implement a comprehensive resource development plan, identifying new or untapped funding sources and additional potential donors. Regularly update the Board on progress.
- Look for opportunities to cultivate and expand relationships with existing funders at all levels – individuals, community, foundation, and corporate.
- Substantial, proven success at fundraising and grant writing.

#### **Qualifications:**

- Bachelor's degree related to social services, gerontology, or public administration. Master's degree in social work, gerontology, or non-profit management preferred.
- Minimum of 5-7 years of work experience in a non-profit human services agency in a senior leadership position; ideally previous experience as an Executive Director or Assistant Director.

- Familiarity with the diverse issues that can impact older adults, their ability to access services and age with dignity, and with the community and governmental agencies serving them; a passion to serve this population and a commitment to SVCOA's mission.
- Strong communication and interpersonal relationship skills – with staff, clients, funders, and community stakeholders and partners.
- Demonstrated effectiveness as a leader, mentor, team-builder, collaborator, problem solver, strategic thinker, and change-maker.
- Good understanding of financial management, budget development, reporting and analysis.
- Demonstrated effectiveness in fundraising and grant writing.

**Location and Compensation:**

The Executive Director will primarily be located at SVCOA's Rutland office, with responsibilities also at the Bennington office and in the community. Salary will be commensurate with experience and competitive with other regional human services leadership positions, and it includes a generous benefits package.

**To Apply:**

Send resume and inquiries to: Howard Cohen at [hcohen@svcoa.net](mailto:hcohen@svcoa.net)

