



Position Opening for Executive Director

Whatcom Council on Aging is seeking an innovative, experienced individual to lead the organization. It is anticipated that the successful incumbent will have strong leadership/management skills to lead day-to-day operations as well as strategic vision for the future and ability to engage community partners.

TO APPLY: Application materials may be obtained by visiting <http://wcco.org/index.php/Home/>. Completed applications can be sent to jobs@turnerhrservices.com. First consideration given to applications received by **January 18, 2019**. Position open until filled.

SELECTION PROCESS: After reviewing the application materials, WCOA will contact the most qualified candidates to participate in a selection process consisting of job-related selection exercises. WCOA will make reasonable accommodation upon request for those individuals with disabilities. WCOA is an Equal Opportunity Employer.

THE ORGANIZATION

The Whatcom Council on Aging was incorporated over 50 years ago, and has always played an active role in serving the needs of seniors in our community. With 47 employees and \$2.5 million 2019 budget, our focus includes working with other organizations and many volunteers to address seniors' primary needs of housing, transportation, basic nutrition and information assistance.

- Our largest program is the *Meals on Wheels and More* program. The Meals on Wheels and More program provides nutritionally balanced meals for those in need regardless of their ability to pay. Meals are served at 12 Community Meal sites, and are also delivered to the homebound.
- The *Bellingham Senior Activity Center (BSAC)* is a program of Whatcom Council on Aging (WCOA), serving nearly 1700 members in 2018. As our membership has grown we have rapidly expanded our services.
- *Bellingham At Home* is relatively new to Bellingham and is modeled after the Village program created in Boston. The program is a membership program using volunteers to provide transportation and assistance with household chores to help older adults remain living in their own homes.
- WCOA owns *two Section 202 HUD housing facilities for seniors and disabled individuals*. Management of these facilities is contracted with an outside organization.

POSITION SUMMARY

Reporting to the Board of Directors, the Executive Director serves as the Chief Executive Officer for Whatcom Council on Aging, (WCOA). The Chief Executive Officer is charged with providing a broad range of administrative, financial, and fiscal support to the Board of the WCOA as we strive to meet the challenges of the organizational mission to provide nutritional, social, recreational, and educational programs that promote wellness of mind and body for community members as they age.

DUTIES AND RESPONSIBILITIES

Program Development and Administration

- Assure that the organization has a long-range strategy to achieve its mission and remain financially sound.
- Provide leadership in developing policy, program, organizational and financial plans with the Board and staff, and carry out plans and policies authorized by the Board.
- Work with staff to plan, implement, and evaluate programs, grants, events and activities.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with Federal, State, and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.

Communications

- Responsible for keeping the Board fully informed on the condition of the organization and all important influencing factors.
- Represent the organization's mission and programs to agencies, funding sources, the general public, and the media.
- Provide leadership, effective public relations, advocacy, and information to increase the visibility of the organization.
- Continue to establish and maintain effective working relationships and cooperative arrangements with community groups and organizations that support the values of accessibility, connectedness, involvement, independence, personal responsibility, and health for the aging population.

Human Resources

- Maintain a positive and strong organizational structure that attracts, motivates and retains a high quality, caring and diverse staff.
- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure job descriptions are current, performance evaluations are completed on a regular schedule, and sound human resource practices are in place.
- Encourage staff/volunteer development and education and assist program staff to relate specialized work to the total program and mission of the organization.

Finance and Budget

- Ensure adequate funding for the organization to carry out its work.
- Ensure maintenance of sound financial practices.
- Work with the staff and the Board in preparing an annual budget.
- Monitor finances and provide monthly financial reports to the Board prior to its regular meetings.
- Conduct official correspondence of the organization and jointly, with designated officers, execute legal documents.

Fundraising

- Develop and implement with the Board a fundraising plan, including diverse strategies and sources to ensure sufficient operating funds as well as continued development of operating reserves.
- Be involved in community programs and activities
- Research, write, and follow-up on grants in consultation with staff and report progress to the Board at its regular meetings.

MINIMUM QUALIFICATIONS & EXPERIENCE

Education and Experience

- Bachelor's Degree required.

- Three or more years experience in a leadership role within a service organization with minimum three years supervisory experience.
- Nonprofit management experience preferred, including basic knowledge of federal and state regulations applicable to managing non-profit organizations.
- Solid experience in the areas of finance/budget management, fundraising, human resources, office administration, public relations, and marketing.
- Evidence of advancement and progression in duties and responsibilities.

Skills and Knowledge

- Demonstrated effective leadership and executive or management skills.
- Strong interpersonal skills.
- Ability to work with individuals from a variety of occupational and educational backgrounds, using courtesy, tact, and sensitivity.
- Ability to maintain a positive organizational culture that helps attract and retain competent and caring staff.
- Knowledge of financial management and budgetary processes.
- Capability to evaluate and analyze effectiveness of service plans and programs.
- Excellent written and verbal communication skills - ability to plan, organize and effectively make community presentations.
- Ability to effectively resolve challenging issues and address problems promptly and professionally involving others as needed.
- Computer skills and proficient in Microsoft Suite and other standard office software products.

Special Requirements

- Must have and maintain a valid Washington State Driver's License with acceptable driving record and proof of insurance for work-related travel.
- Must successfully pass a criminal records and background check.

WORKING CONDITIONS

The Executive Director works both in an office environment and throughout the community attending meetings, trainings and presentations. Some evening and weekend hours due to meetings and events. Sufficient mobility is required for movement throughout the office and community. The employee frequently is required to use hands and fingers (computer), handle or feel and reach with hands and arms. Lifting a maximum of 30 pounds (boxes, supplies, etc.) may be required. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required.