

# Cass County Council on Aging

## Job Description

**Job Title:** Chief Executive Officer

**Job Summary:** Under the supervision of the Board of Directors, the Chief Executive Officer has the ultimate authority and responsibility for carrying out all plans, policies and budgets approved by the Board. The position is expected to aggressively pursue currently successful strategies as well as new opportunities to broaden COA's funding base; increase its customer base; create short and long-range goals and plans; increase public understanding and visibility of the COA's mission, programs, and services; and to strengthen its infrastructure. This position also makes work assignments and is responsible for the supervision of all staff.

### **RESPONSIBILITIES:**

1. Serves as the COA's most visionary and strategic thinker to anticipate and analyze trends in the field of aging and to work with the board and staff to position the agency to grow and thrive.
2. Supports the board and staff to develop a process to create, implement, monitor and adjust a strategic plan and action activities.
3. Provides leadership and exerts initiative on behalf of the agency, it's Board, volunteers and staff, and conveys direction and mission throughout the agency and community.
4. Responsible for the efficient execution of any activities deemed appropriate by him/her to achieve the purpose of the agency as stated in the bylaws or as determined by the Board.
5. Responsible for all administrative functions including policy analysis and development; program planning and evaluation; personnel; budgeting, accounting, and auditing; financial planning; resource development; functional systems, analysis and development; contracting; reporting; marketing; public relations; and any others deemed appropriate by him/her or the Board of Directors.
6. Manages a \$3 million budget and develops annual operating budgets that reflect the strategic goals of the organization.
7. Generates revenue by passing millage, creating new programs, products and services that support COA's mission, and raising funds from current and new corporate, foundation, and individual donors.
8. Provides leadership, guidance and development to a paid staff and over 200 volunteers.
9. Promotes higher public awareness and visibility for the issues confronting older adults, including serving as chief spokesperson and advocate for the agency's mission, programs and services.
10. Leads efforts to create new alliances, partnerships and collaborations with other organizations to assist the COA to advance its mission.
11. Expands COA's customer base by recruiting new customers and retaining existing ones.
12. Leads a continuous process of strategic thinking that will enable the board and staff to scan internal and external trends.
13. Provides support to the Board of Directors and leads Team Leader and Management Group meetings.
14. Performs other duties as directed by the agency Board of Directors.

### **MINIMUM QUALIFICATIONS:**

Education: Post Bachelor Degree, graduate work in business, program or public administration or equivalent.

Experience:

- Three to five years of broad based senior management experience
- Exposure to governmental accounting.
- Specific experience in budgeting, public relations and personnel functions
- A demonstrated track record of building or managing an organization.
- A lead role in generating revenue for an organization as either a volunteer or a professional

- Measurable results in hiring, mentoring, developing, leading, and retaining staff and in engaging and supporting a nonprofit board.

Certifications: Must maintain current CPR, First Aide and AED certification.

**SPECIAL QUALIFICATIONS:**

1. A keen interest, genuine passion for and deep personal commitment to COA’s mission of Enhancing Life for the older adults of the county.
2. The capacity to lead by articulating a clear, collective vision that will motivate and inspire the staff and board.
3. The ability to develop, motivate, and supervise a committed and talented professional staff and a large corps of volunteers who help deliver programs and services.
4. The commitment and capacity to engage and support a board that is active and deeply engaged in its role as a fiduciary, steward, and strategic asset.
5. Naturally creative, entrepreneurial and eager to find innovative ways to launch and sustain new programs and services, reach out to new customers, and expand COA’s vision to new horizons.
6. A strong public presence and the ability to represent COA effectively before a wide range of audiences.
7. Personal qualities of commitment, integrity and a sensitivity to the needs of others.
8. Culturally sensitive and able to work effectively with diverse groups of people.
9. Energetic, self-directed and well-organized to handle multiple tasks, select priorities and focus on the issues that will contribute most to the growth and success of the COA.
10. A good listener and a creative problem solver who is politically savvy, patient, collaborative, and able to reconcile divergent points of view.
11. The ability to honor the past without being inhibited by it.
12. Sense of respect for clients and ability to maintain confidentiality of client situations

**Physical Requirements** *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:*

- Ability to travel throughout the county and surrounding areas.
- Ability to enter and retrieve information from the computer, including the use of Microsoft Office suite
- Ability to access office files.

**Working Conditions:**

- Works in office conditions.
- Travels throughout the area to attend meetings and appointments.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approval: \_\_\_\_\_  
(President of the Board of Directors)

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date \_\_\_\_\_

**FLSA Status:** Salary, Exempt  
Grade: Unclassified  
January, 2019