



Milwaukee Aging Consortium

Executive Director Job Description

Nature of Work:

As the chief executive officer, this position directs the operations of the Milwaukee Aging Consortium in a manner assuring the fulfillment of its mission of improving the lives of older adults by connecting the professionals who serve them. The Executive Director develops and implements fundraising and public relations programs necessary to assure a strong financial base for the organization's operations. The Executive Director reports to the Board of Directors and is under the general supervision of the President of the Board.

Primary Job Duties

1. Supervises the effective implementation of all programs and services to assure maximum quality and impact.
2. Provides leadership in development and implementation of a comprehensive strategic plan and annual operational plans.
3. Responsible for development and implementation of fund raising plans and strategies to assure financial viability of the organization in cooperation with the board.
4. Responsible for financial management including development of budgets and financial reports; monitors financial position and makes adjustments as required to fulfill organizational objectives.
5. Serves as liaison to the Board of Directors and committees; provides active staff support; presents timely reports.
6. Develops and fosters relationships with members, staff of funding organizations and other stakeholders; serves as a primary liaison and initiates collaborative initiatives related to mission fulfillment.
7. Hires, supervises and evaluates all staff.
8. Assures full compliance with legal, regulatory and contractual requirements. Keeps Board fully informed regarding grant requirements and fulfillment of same.
9. Develops and supervises systems to effectively operate organization; develops policies and procedures; secures records and other assets.

Required Qualifications:

Requires a Bachelor's degree in relevant field; Master's degree preferred. Demonstrated management, fund development and supervisory experience required. Knowledge of the Milwaukee aging community and fund development and marketing experience highly desirable.

Essential Skills/Knowledge/Attributes:

1. Knowledge of current issues affecting the elderly and their service providers

2. Knowledge of continuum of care and array of services available for elderly
3. Knowledge of budgeting and financial management
4. Strong verbal and written communication skills
5. Ability to plan, direct and evaluate programs
6. Ability to effectively manage multiple projects simultaneously
7. Ability to motivate and direct work of paid staff and volunteers
8. Ability to develop and sustain successful relationships with diverse group of stakeholders
9. Grant writing skills
10. Ability to work cooperatively as a member of a team

This is a general outline of the principal functions of the position and shall not be construed as an all inclusive description of all of the work requirements that may be inherent in this position.

9/08