

**ATHENS COMMUNITY COUNCIL ON AGING, INC.**

**Executive Director**

**And**

**And Athens Community Council on Aging Foundation**

**Executive Director**

**Job Description**

**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from an accredited college or university in Public or Business Administration, Social Work, Gerontology, Non-profit Management, or a related field. *Those without a Master's degree but extensive experience in non-profit management will also be considered)*

**Experience:** Demonstrated successful experience in administering program operations in the social work or health field, including grant writing, fundraising, personnel supervision, program planning and delivery, public relations, financial management, and general management functions. Management of a multi-service agency an added bonus.

**RESPONSIBILITIES:**

See attached list.

**SUPERVISION:**

The Executive Director is responsible to the Board of Directors through the President of the Board and shall be employed full-time in fulfilling the responsibilities of the position.

**TO APPLY:**

Please email resume and salary history to [grickstaylor@accaging.org](mailto:grickstaylor@accaging.org). **Applications without salary history, salary range or salary expectation will not be considered.**

## **ACCA Executive Director**

### **- Responsibilities to include, among others -**

1. Develop financial resources
2. Provide sound business management
3. Assist with Committee appointments
4. Provide staff support for the Board of Directors
5. Supply information and clarify issues for Board of Directors
6. Prepare monthly administrative report
7. Conduct public relations programs
8. Coordinate programs and services and represent the agency locally and statewide
9. Responsible for policies, procedures, and standards of performance for all program operations
10. Ensure compliance with regulatory agency requirements
11. Ensure adequate staff development
13. Monitor personnel procedures and practices
14. Develop and maintain effective working relationships with the appropriate national, state, and local public and private agencies, community organizations, and individuals
15. Oversee acquisition and maintenance of facilities
16. Administer the Affirmative Action Plan
17. Oversee hiring and discharge of all staff

## **ACCA Foundation Executive Director**

### **Responsibilities**

1. Plan, develop, revise, implement, supervise, and evaluate policies, procedures, and standards of performance for all Foundation operations.
2. Develop financial resources (grants, planned giving, fundraising)
3. Responsible for budgeting, financial reporting, and the disbursement of funding to the Athens Community Council on Aging.
4. Oversee operations and planning for the Foundation.
5. Ensure that an Annual Meeting is held by the Foundation Board of Trustees, provide reports which address progress, programs, and finances.
6. Serve on the Board of Trustees