



Westside Pacific Villages (WPV) Executive Director Job Opportunity January 2019

WPV is a small, community-based, volunteer-driven, non-profit membership organization. We are part of the National Village-to-Village Network and Village Movement California. Our mission is to help older adults remain active and independent as they age, from the comfort and security of the homes and neighborhoods they love. We provide services and programs that promote healthy and engaged living, addressing unmet needs. We do this with compassion, dignity and respect through the support of volunteers and other community resources. Our efforts provide enrichment that improves the quality of life of our members, their families, our volunteers, and by extension enhance the community.

WPV is seeking an energetic, creative, experienced leader ready to take the organization to new levels. Over the past 7 years, WPV has grown roots in the community and built a strong reputation for trusted and reliable senior services support. With the ever increasing older adult population, villages must become a vital part of any community. This is an exciting time to join WPV. Our new Executive Director will be expected to build upon the foundation we have established by leveraging untapped resources and developing village programs/opportunities with the goal of engaging more community interest and support. Effective senior management and successful fundraising experience is a must.

Following is the position description. Interested candidates should submit their resume of qualifications and experience to info@thewpv.org.



Westside Pacific Villages (WPV) Executive Director

Summary: The Executive Director (ED), at the direction of the WPV Board of Directors (BOD), is responsible for the leadership, development and operations of the organization. This includes fundraising, membership and volunteer recruitment, new program development and working with the BOD on strategic and financial planning for the growth of the organization. The ED has responsibility for the financial health and sustainability of the organization, and protection of its financial assets, ensuring compliance with BOD directives and applicable grantor, federal and state requirements. The job requires working with a wide range of community organizations and people, including government organizations and institutions, and supervision of a small staff. This position is accountable to the WPV BOD on all matters.

Job Responsibilities:

Collaborates with the BOD to develop and maintain strategic and tactical plans to guide the WPV organization. Develops short and long term goals and objectives, as well as policies and procedures for WPV's operations. Responsible for the development, implementation and accomplishments of the organization. Works with the WPV BOD, Staff, Members and Volunteers to evaluate and enhance member benefits and services as deemed necessary.

With the support and guidance of the WPV BOD, responsible for developing, implementing, and maintaining strategies to raise funds from foundations, corporations and individuals. This includes identifying new funding sources that are not currently part of WPV's income stream such as new fundraising programs, grant proposals and developing other new strategies/programs to ensure the ongoing financial health and viability of the organization. Responsible for contract management including negotiating and researching agreement terms that reflect the needs of WPV.

In partnership with the WPV BOD, serves as liaison with other organizations to promote WPV in the community and grow WPV finances and member enrollment according to plan. Develops and maintains relationships with organizations that can provide a wide variety of support (financial and other support) and other services to the benefit of WPV's mission.



With the support of the WPV BOD, recruits new members and retains membership renewals. Develops marketing plans and materials to attract new members, volunteers and service providers. Responsible for the delivery of outstanding member services by ensuring that the proper resources are in place, available and deployed effectively. This includes the recruitment, screening and supervision/monitoring of all volunteers and service providers.

Responsible for establishing and maintaining an efficient, organized business office, compliant with regulations; maintain accurate, confidential records; recruits and effectively manages/motivates a small staff, comprised of employees, paid contractors, student interns, and volunteers as deemed appropriate. Responsible for coaching, developing, and providing feedback to staff. Maintains an accurate database of members, member assistance, referral information, service providers and all other recordkeeping.

Management Skills Required:

- 5-7 years proven management experience at a senior level with responsibility for multiple functional areas; demonstrated experience directly managing people and teams of people
- 3-5 years non-profit management, including successful fundraising experience, managing organizational finances (budget formulation and execution), and ability to manage a wide array of volunteer and other resources
- Proven ability to communicate effectively and persuasively both verbally and in writing
- Proven ability to build and maintain collaborative relationships with a wide range of professionals and personalities, including government officials, business leaders, and potential members/volunteers
- Ability to manage and keep highly sensitive/personal information confidential a must; including that of members and volunteers
- Proficiency with Microsoft Office Suites required
- Experience working with elders, social service or in a health care environment desired such as dealing with highly sensitive/personal issues of aging client and their families