



MORTON COUNTY
Council on Aging
Almont Hebron Flasher Mandan
Glen Ullin New Salem Center (Oliver County)

EXECUTIVE DIRECTOR JOB DESCRIPTION

Position Title: Executive Director

FLSA Status: Exempt (Executive Exemption)

Employment Status: Full-Time, Salaried

Salary Range: \$65,000 to \$80,000 (commensurate with experience)

Reports To: Morton County Council on Aging Board of Directors

POSITION SUMMARY

The Executive Director (ED) serves as the chief executive officer of the Morton County Council on Aging (MCCOA) and is responsible for the overall leadership, strategic direction, and management of the organization. The ED ensures alignment with the organization's mission, regulatory requirements, and long-term sustainability.

The ED exercises independent judgment and discretion in all major functional areas, including program oversight, financial management, human resources, compliance, and community relations. The ED directly supervises management-level staff and is accountable for organizational performance, outcomes, and impact.

This position meets the criteria for the **executive exemption under the Fair Labor Standards Act (FLSA)** and is compensated on a salary basis in accordance with applicable federal and state laws.

ORGANIZATIONAL OVERVIEW

Morton County Council on Aging (MCCOA) provides essential services to older adults, including congregate dining, home-delivered meals, social engagement, and supportive services across Morton and Oliver Counties. The organization operates a multi-site senior nutrition program supported by public funding, grants, and community partnerships.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Strategic Leadership & Governance

- Lead the development and execution of organizational strategic plans in partnership with the Board of Directors

- Serve as the primary liaison to the Board; provide timely and accurate operational, financial, and programmatic reporting
 - Advise and support the Board in governance, policy development, and long-term planning
 - Ensure alignment of all activities with mission, vision, and strategic priorities
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2. Organizational Management & Oversight

- Direct and oversee all organizational operations through delegation to qualified staff
 - Establish organizational structure, staffing plans, and performance expectations
 - Ensure effective internal communication, accountability, and cross-functional coordination
 - Maintain continuity of operations, including emergency preparedness and response planning
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3. Human Resources Leadership

- Hire, supervise, develop, and evaluate staff in accordance with personnel policies and applicable laws
 - Maintain authority over hiring, termination, disciplinary actions, and compensation recommendations
 - Foster a positive, inclusive, and performance-driven organizational culture
 - Ensure compliance with employment laws, workplace safety standards, and training requirements
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4. Program Oversight & Service Delivery

- Provide executive oversight of senior nutrition and related programs, including congregate, take-out, and home-delivered meals
 - Ensure programs meet all contractual, regulatory, and quality standards
 - Monitor program outcomes and implement continuous improvement strategies
 - Ensure appropriate delegation of day-to-day program operations to qualified staff
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5. Financial Management & Compliance

- Develop and administer the annual organizational budget in partnership with the Board
 - Ensure sound financial practices, internal controls, and fiscal accountability
 - Oversee financial reporting, audits, and compliance with all funding requirements
 - Monitor financial performance and implement corrective actions as needed
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6. Resource Development & External Relations

- Lead fundraising efforts, including grants, donor relations, sponsorships, and events
- Cultivate relationships with government agencies, funders, community partners, and stakeholders
- Serve as the primary public representative and spokesperson for MCCOA

- Promote community awareness and engagement in organizational programs and initiatives
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7. Regulatory & Operational Compliance

- Ensure compliance with all applicable federal, state, and local laws and regulations, including:
 - Older Americans Act requirements
 - Health and food safety regulations
 - Civil rights and non-discrimination laws
 - ADA accessibility standards
 - Oversee risk management, insurance coverage, and organizational policies
 - Ensure readiness for audits, inspections, and monitoring reviews
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8. Facilities & Operational Oversight

- Provide executive oversight of facilities, including senior centers and kitchen operations
 - Ensure systems are in place for safe, compliant, and efficient operations
 - Delegate and monitor facility and logistics management to appropriate staff
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9. Other Executive Duties

- Perform other leadership-level responsibilities as assigned by the Board of Directors consistent with the scope of the role
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MINIMUM QUALIFICATIONS

Education

- Bachelor's degree required
 - Master's degree in public administration, nonprofit management, business, or related field preferred
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Experience

- Minimum of 10 years of progressive leadership experience in a nonprofit, public sector, or human services organization
 - Demonstrated experience managing staff, budgets, and multi-site operations
 - Experience working with a Board of Directors and supporting governance functions
 - Proven success in financial management, program oversight, and organizational leadership
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Preferred Experience

- Experience in aging services, senior nutrition programs, or public funding environments
- Experience with grant compliance, audits, and government contracts

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong strategic planning and organizational leadership skills
- Demonstrated financial acumen and budget management experience
- Excellent interpersonal, communication, and public relations skills
- Ability to analyze data, identify trends, and make informed decisions
- High level of integrity, professionalism, and accountability
- Ability to manage multiple priorities and lead through change

WORKING CONDITIONS

- Full-time, primarily onsite position
- Frequent local travel within Morton and Oliver Counties
- Occasional evening and weekend commitments for Board and community events
- On-call availability for emergencies impacting operations

PHYSICAL REQUIREMENTS

- Ability to perform standard office and site-based activities, including standing, walking, and occasional lifting of light to moderate items
- Reasonable accommodations will be provided in accordance with applicable laws

COMPENSATION & BENEFITS

- Salary range: \$65,000 to \$80,000 annually, commensurate with experience
- Benefits may include:
 - Paid time off (vacation, sick leave, holidays)
 - Retirement plan (e.g., 401(k))
 - Health Insurance available

EQUAL EMPLOYMENT OPPORTUNITY

Morton County Council on Aging is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable law.