

The Steuben County Council on Aging, Inc. is seeking to fill the position of Executive Director. This position is responsible for the overall management and operation of the Steuben County Council on Aging including the Heritage Club Activity Center and STAR Public Transportation (Steuben County Area Rural Transit). Candidate must be the face of the organization, responsible for giving the proper strategic direction and implementing a high-quality vision to lead the organization towards the realization of its mission "to keep seniors active, involved and independent! To provide access to the entire community through Public Transportation".

Qualifications:

- A Bachelor's degree or the equivalent of 5+ years related experience including management and organization with minimum 3 years supervisory experience
- Strong computer and comprehensive verbal and writing skills
- Ability to be proactive, problem solve, and have critical thinking skills
- Experience in Grant Writing, Fundraising, Donor Cultivation
- Ability to handle difficult situations/clients with professionalism and compassion
- Ability to relate positively to people of all ages, especially senior citizens
- Ability to multitask, be detail oriented
- Ability to work independently and as a team player
- Ability to network in the community and positively represent the organization in the community
- The ability to work with civic groups and other agencies and organizations in the ongoing development and operation of agency services and programs
- The ability to read and analyze regulations, policies, and requirements relative to agency business and experience in budget preparation, forecasting and analysis
- Knowledge of Older Americans' Act and other federal and state regulations
- The ability to hire, supervise and evaluate employees and provide leadership to personnel through effective delegation and communication
- Must be able to pass a criminal background check and drug test

Responsibilities:

- Oversee the ongoing fulfillment of the agency's mission statement; direct all aspects of the operations of the agency including the Heritage Club and STAR Public Transportation.
- Implement and ensure compliance with governmental and other required policies and guidelines in reference to agency services.
- Negotiate and manage all contract with vendors, insurance companies, and agencies to ensure fair pricing and regulatory compliance.
- Strategic Planning for the organization to continue to move agency forward working closely with Board Committees. Compile outcomes data and create annual outcomes report for members, donors, funders, and community.
- Develop marketing materials and promotion of the agency and programs. Identify arenas to market each program and implement marketing plan. Evaluate marketing goals for programs annually.
- Develop new initiatives for fund raising, fund development, and new programs to increase revenue and value-added services to senior community.
- Write grants, track and report on outcomes, and seek new funding sources.
- Oversight of the public transportation program responsible for knowledge of and implementation of INDOT regulations and compliance including, but not limited to: drug/alcohol program, employee adherence and training, and program management. Act as Supervisor over the Drug and Alcohol program.
- Oversee 5311 Federal Transit Grant including claims review, contract requirements and compliance, audits, grant submission, and communication with County Commissioners.
- Develop and maintain a close working relationship with donors, funders, non-profit organizations, county/city officials and other program/funding partners including Area Aging and INDOT.
- Increase public awareness of agency by participating in and attendance at various community clubs/groups. Participate in speaking engagements and agency tours.
- Oversee the creation, updates and Board approval of agency manuals and policies (ex. Employee Handbook, Policy & Procedures manuals, Drug & Alcohol Policies etc.).
- Submit all reports and required policy and procedure updates and requirements to appropriate entities in a timely manner.

- Work specifically in partnership with the agency's Board of Directors and Committees including prepare agenda and reports for Board meetings and orient new Board Members.
- Hire, supervise, motivate, and evaluate agency employees and wages.
- Provide staff leadership by maintaining a competent and efficient staff through effective delegation and communication (staff meetings or equivalent to disseminate and stay current on pertinent information).
- Address/arbitrate client and staff grievances.
- Financial oversight to include but not limited to:
 - Ensure the accuracy, integrity and timeliness of all financial accounting and reporting.
 - Prepare annual budget with departmental allocations and ensure it is executed as approved.
 - Work in conjunction with the Office Manager, Bookkeeper and Finance Committee regarding agency financials.
 - Determine agency/ employees' equipment needs relative to annual budget allocations.
 - Work with the agency's Investments and Endowment Funds Committee to maintain oversight of same.

Steuben County Council on Aging Inc. shall not discriminate against any employee or applicant for employment with respect to hire, tenure, term, conditions, or privileges of employment because of race, color, religion, gender, sexual orientation, disability, national origin or ancestry.

Send Resume by email to: sccoapplications@gmail.com

Or mail to:

**Steuben County Council on Aging, Inc.
Atten: HR Department
1905 Wohlert Street
Angola, IN 46703**