

Executive Director

The Executive Director is responsible for strategic, *administrative*, and fiscal leadership of the organization by working with the Board to ensure long term operational success.

Job Description

Community Life Bridge seeks an experienced, energetic, and innovative leader with an interest in serving mature adults to be Executive Director. This is a salaried exempt position with Community Life Bridge, a 501(c)(3) nonprofit organization located in Hendersonville, TN and serving surrounding communities. The Executive Director serves as the manager and spokesperson for *CLB* under the guidance and direction of the Board of Directors. The Executive Director coordinates the activities of all staff members, handles day-to-day management activities, and plans and coordinates fundraising activities. The Executive Director works with the Treasurer to ensure that the organization's financial obligations are met in a timely manner and in accordance with generally accepted accounting practices. Additionally, the Executive Director is the primary individual responsible for public relations for *CLB*. Working closely with the Board of Directors, the Executive Director is responsible for assuring that the goals of the organization are realized, in keeping with its vision and mission.

About Us

Mission: To bridge the gap of unmet needs for mature adults, enhancing their quality of life and our community.

Our Core Values: Compassion, Respect & Dignity, Mature Adults, Enhancing Quality of Life, Community Engagement, Collaborative Leadership, Solutions that support independence

Vision Statement: Community Life Bridge will become the go-to resource for mature adults in the communities we serve. Recognizing that there is "No Wrong Door" we act as a clearinghouse for solutions that promote quality of life and address unmet needs effectively and compassionately.

Areas of Responsibility

Board Collaboration: Participate and serve as administrator in the Board's strategic planning work.

- a. Execute the goals and strategies laid out in the strategic plan.

- b. Maintain regular and timely communications with the Board to facilitate all aspects of CLB operations.
- c. Serve on the Board and all standing committees as an Ex Officio member.
- d. Prepare and present reports to the Board.
- e. Make policy and procedural recommendations to the Board.
- f. Provide technical and administrative support to the committee chairpersons.
- g. Assist in orientation of new Board members.
- h. Develop program evaluation strategies in collaboration with the Board and staff.

Program Management:

- a. Provide guidance and supervision to the Program Manager, offering support and troubleshooting with program-related challenges.
- b. Work with the Program Manager to set goals and take an active role in expanding and improving CLB programs.
- c. Act as a backup for the Program Manager and is fully cross-trained to handle all Program functions in their absence.
- d. Maintain a passion for service and a willingness to help out with all tasks as needed.
- e. Conduct and oversee agency communications with key stakeholders & media.

Office Management:

- a. Recruit, hire, train, supervise, and evaluate staff.
- b. Ensure purchase/rental and maintenance of office space, supplies, and equipment.
- c. Ensure adequate risk management policies and procedures.
- d. Manage day-to-day administration of the office.

Volunteer Recruitment and Management:

- a. Advise and supervise volunteer recruitment with appropriate staff.
- b. Assist with community outreach and partnership development for volunteer recruitment.
- c. Participate in annual volunteer recognition activities.

Financial Management:

- a. Work with the Finance Committee to develop an annual budget and review monthly financial reports.
- b. Supervise the preparation of financial reports and annual financial review.
- c. Ensure accurate and timely payments and deposits of funds, and utilize appropriate software to record all financial transactions.

Fundraising:

- a. Work with the Board committee to create annual fundraising goals.
- b. Develop strategies with the Board to secure & diversify funding sources.
- c. Pursue and write grants and ensure the appropriate reporting and use of grant funds.

Public Relations and Networking:

- a. Develop and maintain working relationships with organizations in the community.
- b. Participate in local community educational and advocacy efforts.
- c. Make CLB Presentations at conferences, workshops and other community events.
- d. Maintain membership *and is actively involved* in community networking groups.
- e. Work with the Marketing/Public Relations Committee to achieve established goals.

Vision and Strategy:

- a. Collaborate with the Board to create long and short term plans for the organization.
- b. Research funding sources and oversee the development of fundraising plans.
- c. Collaborate with the Core Leadership Team to develop and implement plans for the operational infrastructure of the agency.
- d. Ensure financial stability and longevity of the organization's programs and strategic plan.
- e. Provide necessary succession planning to meet the goals of the organization.
- f. Advocate on behalf of the agency's clients, staff, and constituents.
- g. Follow organizational policies, make recommendations for change, and lead implementation of changes.
- h. Participate in agency leadership by leading core leadership projects and initiatives, strategic planning, budgeting, staff meetings.

Qualifications:

- *Minimum of a Bachelor's degree preferred* with 5-10 years of successful experience in the following areas: project/program management, new project development and implementation, nonprofit fundraising and/or management, volunteer management, risk management & policy development, grant writing and management.
- Ability to lead a team to ensure organizational goals and strategies are executed.
- Strong oral and written communication skills.
- Financial management experience (*basic business bookkeeping, accounting and reporting budgeting, payroll, AP and AR, Reporting*).

- *Effectively represent the organization and promote a positive organizational image to ensure adequate community representation.*
- *Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, and fundraising, and to effectively fulfill its important mission.*
- *Strong computer skills including digital communication and general knowledge of social media platforms (Microsoft 365, Quickbooks, Internet Explorer, Microsoft Office, Adobe, et al).*
- *Ability to learn and use new software programs (Assisted Rides).*
- *Knowledge of aging issues and interest in serving mature adults and caregivers.*
- *Inspire a business oriented, professional, results-driven environment across the organization.*
- *Perform general management duties as assigned ensuring the successful operations of the organization.*

Compensation

This wonderful opportunity offers the ability to make significant impacts to our senior community and beyond as you lead and grow Community LifeBridge. This career opportunity offers a strong starting base salary, a benefits package, and a team-oriented atmosphere that is both positive and rewarding. Starting compensation includes: a very competitive salary dependent on experience from \$60,000 to \$75,000 per plan, a benefits package that includes a Simple IRA retirement match, full vacation, and sick leave, and a generous holiday schedule.

How to Apply

For immediate consideration please send your resume, cover letter, and salary requirements in a WORD.docx or PDF format via email to CLBEDSearch@gmail.com ATTN: Brenda Payne using subject title: CLB Executive Director Search. Review of applications, nominations, and expressions of interest will begin immediately and continue, on a confidential basis until an appointment is made.

Community LifeBridge is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.

Please complete all sections of this form accurately and thoroughly. Incomplete applications may not be considered.

Position Applied For: _____

Personal Information:

Full Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Email Address: _____

Phone Number: _____

Are you legally eligible to work in the country where the position is located?

Yes No

If hired, can you provide proof of eligibility to work in the country?

Yes No

Have you ever been convicted of a felony?

Yes No

If yes, please provide details: _____

Education:

Highest Level of Education Completed: _____

Name of Institution: _____

Degree/Certificate Earned: _____

Major/Field of Study: _____

Employment History:

Please list your previous employment history, starting with your most recent position.

- Employer: _____
- Job Title: _____
- Dates Employed: From _____ To _____
- Responsibilities: _____
- Reason for Leaving: _____
- Employer: _____
- Job Title: _____
- Dates Employed: From _____ To _____
- Responsibilities: _____
- Reason for Leaving: _____
- Employer: _____
- Job Title: _____
- Dates Employed: From _____ To _____
- Responsibilities: _____
- Reason for Leaving: _____

References:

Please provide the names and contact information of at least two professional references.

- Name: _____
- Relationship to Applicant: _____
- Phone Number: _____
- Name: _____
- Relationship to Applicant: _____
- Phone Number: _____

Additional Information:

Please use this space to provide any additional information you believe is relevant to your application, including skills, certifications, achievements, or other qualifications not covered elsewhere in the form.

Declaration:

By signing below, I certify that all information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any false statements or omissions may result in disqualification from consideration for employment or termination if employed.

Signature: _____ Date: _____

Thank you for your interest in joining our team! Please submit this completed form along with your resume, cover letter and salary requirements in Word.docx or PDF format via email to **CLBEDSearch@gmail.com, ATTN: Brenda Payne using subject title: CLB Executive Director Search.** Review of application will begin immediately and will continue until an appointment is made.