



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR
AGING SERVICES FOR COMMUNITIES
MONTGOMERY, MINNESOTA**

ORGANIZATIONAL OVERVIEW

Established in 2004, Aging Services for Communities (ASC) is a 501(c)(3) nonprofit providing personalized, non-medical care and support to individuals and families in 13 counties in south central Minnesota stretching from the southern Twin Cities suburbs to the Iowa border. The mission of ASC is “to assist older adults and disabled persons to remain in their homes for as long as possible.” ASC fulfills this mission by providing basic services such as transportation, light housekeeping, light chores, shopping and errand-running, meal preparation, and socialization.

ASC has an annual budget of \$500,000 and growing, and is funded through government grants, foundation grants, individual donations, fee for service, and insurance reimbursement. There are four full-time and two part-time staff. Paid staff provide much of the in-home services and ASC relies primarily on volunteers for transportation services.

The ASC office is located in Montgomery, Minnesota—about 45 minutes south of Interstate 494 in the south metro, 45 minutes northeast of Mankato, and 45 minutes northwest of Owatonna.

PRIMARY AREAS OF RESPONSIBILITY

The Executive Director works in partnership with the Board of Directors to provide leadership, vision, and direction for ASC. The Executive Director also manages the day-to-day operations of the organization under policies determined by the Board. The primary responsibilities are:

- **Strategic Leadership and Communication:** Assist in the development of, and fully implement the strategic plan of ASC, clearly articulating organizational goals for financial and programmatic stability and growth; motivate and inspire others to support the vision of ASC; enthusiastically model the culture of ASC throughout the organization and the community.
- **Operational Planning and Management:** Monitor the planning, implementation, and evaluation of programs and services; maximize efficiency and minimize redundancies in all aspects of operations; ensure compliance with all regulatory and legal requirements.
- **Financial Planning and Management:** Ensure long-term financial stability; oversee the development and management of budgetary and financial controls and procedures; identify potential sources of revenue and lead fundraising efforts.
- **Human Resources Planning and Management:** Support, develop, and retain a qualified and excellent staff and volunteers; ensure the smooth and efficient operation of the organization by selecting and developing effective people; foster a culture of cooperation and mutual respect, focusing on outstanding performance.
- **Relationship Management:** Maintain strong and effective relationships with industry regulators, communities in the ASC service area, referral sources, and partners in mission; build and maintain strong relationships with civic and county leaders and revenue sources; represent ASC at social and public events.

DESIRED QUALIFICATIONS

Education

- A Bachelor's degree in gerontology, health-related field, social services, nonprofit administration, public administration, business administration, or closely related field required.

Experience

- Four years managerial or advanced level professional supervisory experience in a nonprofit organization, unit of government, or related area, with knowledge of older adult issues preferred.
- Familiarity with the communities of south-central Minnesota or with rural communities in general, or the ability to quickly make connections in the community.
- Knowledge of current service trends and emerging models in long-term care, health care delivery systems, health care payer systems, federal and state laws and policies, and service delivery issues for older adults.
- Proven administrative competence in areas such as financial management, budgeting, marketing, technology, planning, and goal setting.
- Ability to recruit, retain, and develop both staff and volunteer leaders.
- Excellent understanding of finance-related performance standards, and the proven ability to develop and execute financial strategies.
- The ability and commitment to envision and describe the mission and vision of ASC in a way that increases philanthropy toward the organization.
- Experience with grant proposals and administration of philanthropic and government grants.
- The ability and commitment to be an engaging ambassador and advocate for ASC with key business, community, and government leaders.
- Compassion working with older adults, adults with disabilities, and their families.
- Excellent written, presentation, and interpersonal communication skills.

COMPENSATION

The annual salary is \$65,000 - \$80,000 and is commensurate with experience and qualifications.

TO APPLY

The organization will begin reviewing applications June 15, 2022. Cincinnatus invites interested candidates to send an electronic letter of introduction and résumé to our online portal at:

<https://app.smartsheet.com/b/form/e2d0eb41e9854d629b8e3281aa197d41>

A hard copy may also be mailed to Employment, Cincinnatus, 1041 Grand Avenue, PMB 229, Saint Paul, MN 55105.