

PALOS VERDES PENINSULA VILLAGE

EXECUTIVE DIRECTOR POSITION ANNOUNCEMENT

The Palos Verdes Peninsula Village is seeking an experienced, innovative, and collaborative leader committed to our mission of enriching the lives of older adults who wish to age in place. We opened our doors as a nonprofit corporation in January 2016 and currently have approximately 110 members and 70 volunteers. Our staff currently consists of the Executive Director and one part-time Office Coordinator.

The ideal candidate will bring an enthusiastic mindset with a proven understanding of management best practices. Working with the Board of Directors, the Executive Director is expected to provide organizational leadership and inspiration to foster a collaborative environment where members, volunteers and staff work together to advance the mission.

EXECUTIVE DIRECTOR ESSENTIAL RESPONSIBILITIES

COMMUNITY RELATIONS AND FUNDRAISING:

- Actively engages with potential new members to develop an understanding of PVP Village.
- In conjunction with the Communications Committee, implements strategies designed to grow membership and the volunteer base.
- Enhances community visibility by maintaining active relationships with local organizations and community leaders.
- Working closely with the Board of Directors creates and implements the fundraising plans necessary to maintain fiscal solvency.

EXECUTIVE LEADERSHIP:

- Assists the Board in recruiting and attracting new board members.
- Participates with the Board of Directors in the development of the goals, strategies, and priorities necessary for growth and sustainability.
- Utilizes innovative and effective approaches in the critical areas of communications, membership, volunteer management, fundraising and community relations.
- Serves as an inspiring voice to build community-wide support.

OFFICE ADMINISTRATION AND FINANCIAL MANAGEMENT:

- Oversees the day-to-day office operations, working with staff and volunteers to ensure the efficient implementation and documentation of office procedures and data management.
- Oversees the maintenance of the Village data base, including donors, members, volunteers, and program data.
- In collaboration with the Finance Officer proposes and manages the annual budget.

OVERSIGHT AND COORDINATION OF COMMITTEES:

- Guides the work of operational committees ensuring their effectiveness. Ensures that their work addresses the goals of the organization and coordinates with the work of other committees.
- Encourages wide member participation and the development of new committee leaders.

VOLUNTEER MANAGEMENT:

- Oversees the volunteer program. Develops policies and procedures that ensure that members needs are met.
- Recruits and maintains an adequate pool of volunteers.
- Develops strategies to make sure that volunteers are properly utilized and valued.

DESIRED SKILLS AND RESPONSIBILITIES

- Significant managerial experience preferably with a non-profit organization with responsibility for multiple functional areas
- Ability to work collaboratively within an organization based on members and volunteers that both manage and deliver programs and services
- Experience and a desire to work with the senior population strongly recommended
- A history of local community involvement
- Experience in non-profit fundraising, grant writing and marketing
- Ability to coordinate events, speaking engagements and publicity
- Excellent written communication and interpersonal skills
- Sound fiscal management
- Self-directed and flexible, able to manage multiple projects simultaneously
- Bachelors or higher degree in a related field strongly recommended
- Leadership experience with nonprofit organizations and working with boards of directors.

ABOUT THE POSITION:

This is a full or part time exempt position with flexible hours and schedule.

Full time salary range: \$75,00 - \$80,000. Two weeks paid vacation.

HOW TO APPLY:

Applications are being accepted now. Applications will be reviewed on an ongoing basis until the position is filled.

Please submit cover letter, resume and salary requirement to jobspvpvillage@gmail.com.

Only those whose application is being considered will be contacted. Please, inquiries only by email.

For more information about the Palos Verdes Peninsula Village visit: www.peninsulavillage.net