



Newton at Home Position Description EXECUTIVE DIRECTOR

Newton at Home (www.newtonathome.org) is a nonprofit, membership-based organization designed to enable residents to age at home comfortably, safely, independently and with peace of mind. When Newton at Home opens, it will offer access to a large group of volunteers who will provide a variety of practical household services and social support services to its members. If volunteers are not available, Newton at Home will provide lists of approved and vetted vendors whose services will be discounted for members. NAH members will be encouraged to plan and become involved in a wide variety of educational and cultural events, social and wellness offerings.

NAH is part of a national movement of “villages” that have sprung up across the country over the last few years. While each village is different, all are focused on providing a rich array of services and programs to help people, as they age, remain in their homes and their communities.

Vision for the Position:

We are looking for our founding executive director to work with our sixty volunteers to launch Newton at Home. We hope to open in January, 2011. We want to hire the director as soon as possible so he/she can work with the Board of Directors and additional volunteers to shape our programs. This will include developing operational processes, hiring a part time Coordinator of Volunteers, assisting with recruitment of volunteers and negotiating with vendors.

Responsibilities:

- Collaborate with the Board of Directors to further develop a vision and strategic plan to guide the organization.
- Recruit, maintain and retain members in the NAH organization; enroll new members and conduct their needs assessments; assure membership satisfaction.
- Recruit and work closely with volunteers.
- Working with minimal supervision, establish an efficient, organized business office.
- Create and manage a customer service delivery system that matches member requests with volunteer and vendor resources; assure member satisfaction.
- Participate in fundraising activities.
- Identify and promote marketing and public relations opportunities and serve as the principal spokesperson for the organization.



- Develop and maintain relationships with vendors.
- Act as liaison with other community and professional organizations.
- Recruit and effectively manage a small staff.
- Attend Board meetings, implement Board decisions and ensure that the programs and services are consistent with the overall NAH mission statement.
- Work closely with the Board President to plan and manage Board meetings. Provide support to Committee Chairs as needed.

Qualifications:

- A Master's Degree in business administration, public administration, social work or health care services, as well as supervisory management experience. However, NAH will consider a candidate with a BA/BS degree who has strong qualifications and five to seven years of supervisory management experience.
- Experience in volunteer recruitment and management.
- Experience in fundraising and marketing.
- Prior experience working with and/or serving on a nonprofit Board of Directors.
- Experience in overseeing organizational finances, including budget creation and management.
- Ability to communicate persuasively in speech and writing.
- Dynamic and visionary leadership skills, energy and enthusiasm.
- Ability to develop collaborative relationships with a variety of professionals and volunteers.
- Comfort with basic office-based computer software and web-based programs.
- Experience working with seniors is highly desirable.
- Knowledge of community resources that provide services for seniors is highly desirable.

This is a full-time position. A benefit package is offered with the position

To apply for the position of executive director, please submit your resume and a cover letter to: directorsearch@newtonathome.org