



## Executive Director

**Newton at Home** seeks an **Executive Director** to lead the organization's continued and expansive growth. The new Executive Director will lead a team of staff members and numerous volunteers.

### About Us:

Newton at Home is a non-profit, community-based, membership organization and a member of the Village to Village network. Our mission is to help older Newton residents to remain in their homes with our supportive network of services and programs. Through a broad range of member benefits provided by expert staff and about 100 volunteers, we strive to meet the social and practical needs of our members, enabling them to live independent, engaged lives in the homes and communities they love. Our staff members benefit from a collaborative work environment in a welcoming office, easily accessible to I-95 and the Mass Pike with on-site parking in Newton.

### Job Responsibilities:

- **Membership**
  - Ensure member satisfaction with provided services and programs
  - Oversee all member recruitment and retention processes
- **Newton at Home Board of Directors**
  - Work with Board of Directors to ensure the mission of Newton at Home
  - In partnership with Board of Directors, identify fundraising activities and participate in designated activities e.g. grants, donations, events
  - Collaborate with Board of Directors to identify and pursue areas aimed at growing the organization
- **Office Staff**
  - Recruit and manage Newton at Home's administrative program staff of five part-time paid members
  - Ensure all office processes are efficiently and successfully carried out
- **Volunteers**
  - Oversee the successful recruitment, screening, training, assignment, and supervision of service volunteers
  - With Board of Directors, identify and assign volunteers to serve on committees and carry out special projects
- **Community**
  - Represent the organization in the community and liaise with community partners
  - Build and maintain rapport with referring partners and organizations
- **Financial**
  - Work with Newton at Home treasurer to plan and meet annual budget
  - Ensure that the organization is fiscally responsible and compliant

**Education, Skills and Experience:**

- Bachelor's degree or higher in business administration, health-related, or not-for-profit management with preferable prior experience in a similar position or senior leadership role
- Self-motivated, detail-oriented individual with excellent verbal and written communication and interpersonal skills
- A forward-thinking, proactive professional with steadfast organizational and time-management skills
- Basic computer skills including proficiency with Microsoft Office applications

**Benefits**

- Competitive salary
- Three weeks paid vacation
- 10-12 paid holidays
- SIMPLE IRA with Matching Contributions

**Seniority Level:**

Executive

**Industry:**

Aging, Senior Housing

**Employment Type:**

Full Time

**To Apply:**

Submit resume and cover letter to [edsearch@newtonathome.org](mailto:edsearch@newtonathome.org).

Go to [newtonathome.org](http://newtonathome.org) to learn more about Newton at Home.