Milestones Area Agency on Aging

Chief Executive Officer - CEO

This position can be based out of Burlington, Davenport or Ottumwa, Iowa with oversight of a 17-county service area. The Iowa counties are Appanoose, Clinton, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Lucas, Mahaska, Monroe, Muscatine, Scott, Van Buren, Wapello and Wayne.

BASIC FUNCTION

The CEO is to provide leadership and direction to all staff of Milestones Area Agency on Aging to ensure the continued development and management of a professional and efficient organization.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Board of Directors  Supervises: Program Directors  FLSA Status: Salary/exempt

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Provides leadership and direction to all staff to ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable agency to achieve goal and objectives.
2. Establishes recommendations for and administers all agency policies and procedures in accordance with deferral and state guidelines.
3. Oversees the development of the short and long range planning for all agency programs and activities, including the Area Plan and its submission to the Department on Aging.
4. Cultivates a strong and transparent working relationship with the Board and Advisory Council to ensure open communications on issues affecting the agency in include financial and programmatic matters.
5. Serves as leader of the Agency Management team in the preparation of plans, activities and problem solving.
6. Oversees the evaluation instruments and supervises evaluation of all agency programs and contractors.
7. Prepares the agenda and attends meetings of the Board of Directors and Advisory Council of the Agency, in order to provide them with data to be used in establishing priorities and recommendations.
8. Serves as liaison between the Board of Directors and Agency staff, and encourages involvement of Advisory Council members in planning activities.
9. Establishes and maintains working relationship with agencies and organizations serving the needs of senior citizens in the area.
10. Reviews and signs all contracts, Notification of Grant Awards, fiscal reports, plans, and hiring and termination documents in accordance with Board policy.
11. Identify opportunities for Agency to leverage cross-program strengths to take advantage of new opportunities and/or to address organization challenges.
12. Collaborates with community providers to implement community events.
13. Initiates, seeks out and oversees additional funding sources.
14. Initiates and oversees implementation of all grants and approves all required grant reports.
15. Ability to multi task many programs and to sustain programs as funding is available.
16. Ability to work well with others, which includes staff, community, and state partners.
17. Any other tasks or duties requested by the Milestones Area Agency on Aging Board of Directors.

QUALIFICATIONS

1. Master’s degree human services, public administration or business; or Bachelor’s degree in human services, public administration or business with 5 years work related experience in management.
2. Ability to maintain good working relations with the Board, Advisory Council, Local Advisory Councils, Local Elected Officials, Legislators, and the Iowa Department on Aging.
3. Strong administrative and supervisor skills required as position involves oversight of up to 150 employees.
4. Must maintain confidentiality.
5. Ability to exercise independent judgment.
6. Grant writing experience preferred.
7. Fundraising experience preferred.
8. Must have high degree of computer experience.
9. Must pass all background checks required.
10. Must have valid driver’s license and auto insurance and access to reliable transportation and ability to travel, as job requires.

ESSENTIAL JOB FUNCTIONS

1. Personality, which shows aptness in establishing and maintaining effective working relationships with staff members and representatives of other agencies.
2. Must show evident of aptness and interest in teaching, planning, and evaluation.
3. Must be able to present problems and express oneself well before groups and individuals.
4. Ability to lead people through rapid change.
5. Demonstrate critical thinking skills.

PHYSICAL DEMANDS

1. Ability to maintain visual acuity at the level necessary to be able to read standard print and a variety of handwriting.
2. Ability to speak distinctly and verbally present ideas in an organized fashion.
3. Ability to maintain auditory acuity in order to be able to converse on the telephone or in person with people speaking in normal conversational tones.
4. Ability to maintain arm, hand and finger dexterity to be able to write.

EQUAL OPPORTUNITY EMPLOYMENT
Milestones Area Agency on Aging is an Equal Opportunity Employer. No person, on the grounds of race, color, national origin, sex, age, religion, creed or physical disability will be excluded from consideration of employment. This policy relates to all phases of employment, job application procedure, hiring, advancement, discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

I have read the Job Description, had questions answered to my satisfaction during the interview, and agree to comply with the agency’s policies and procedures, understanding that failure to do so can lead to termination.

____________________________________________________ _______________________
Employee’s Signature Date

____________________________________________________ _______________________
Board Chair, Milestones Area Agency on Aging Date

Milestones is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act.

Apply with resume and cover letter to:
Milestones Area Agency on Aging
Attn: Jeri Swisher, Director of Human Resources
935 E. 53rd Street, Davenport, IA 52807
Email: jswisher@milestonesaaa.org