LITA (Love is the Answer)
Executive Director Job Description

LITA (Love is the Answer), has been active for 46 years and is committed to taking the lonely out of aging. LITA improves the quality of life for persons living in Marin long-term care facilities and at home by linking residents with young and old community volunteers for visits and activities. LITA friendships bring happiness, support and companionship to otherwise lonely lives.

EXECUTIVE DIRECTOR OVERVIEW
Responsible to the Board of Directors (the Board) in all aspects of LITA management and functions. Inform, advise, and collaborate with the Board to achieve LITA’s mission. Oversee staff to carry out LITA’s programs. Provide vision and strategic direction, oversee fund development, and serve as an advocate for older persons.

Comply with all federal, state, and local regulatory and statutory requirements for operating a non-profit organization.

KEY RESPONSIBILITIES

1. Fiscal Development
   • Coordinate fund raising and development activities including submitting grant proposals and cultivating individual donors
   • Develop new funding sources while maintaining and growing existing ones
   • Manage donor database

2. Planning
   • Work with the Board to develop short and long-range goals
   • Attend Board and committee meetings as appropriate
   • Prepare Board packets and supply any necessary background information to enable decision-making at Board meetings

3. Programs
   • Maintain strong programs to fulfill LITA’s mission
   • Oversee recruitment and retention of LITA volunteers
   • Examine how LITA programs enhance the lives of older persons in Marin and recommend changes in existing programs and development of new programs as appropriate

4. Fiscal Management
   • Monitor and maintain the fiscal health of LITA
   • Produce payroll, payroll taxes, accounts payable, and financial statements as necessary
• Work with the Board Treasurer to produce an annual budget and monitor receipts and expenditures during the year
• Oversee timely filing of corporate documents and income tax returns

5. **Personnel Management**

• Recruit, hire and manage a competent and motivated staff
• Recruit and manage volunteers to assist with routine office activities
• Make recommendations to the Board for salary and benefit adjustments
• Complete yearly performance reviews
• Comply with all federal and state employment laws

6. **Liaison, Public Relations, Community Awareness and Education**

• Promote and represent LITA at meetings with community organizations
• Plan and coordinate participation in community activities
• Coordinate publicity activities and annual events to maintain visibility of LITA’s programs
• Make presentations to relevant constituencies and groups
• Coordinate use of social media and technology

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. The ED is expected to fulfill other duties as required by the Board.

**DESIRED QUALIFICATIONS**

• Experience working with a small nonprofit (less than $250,000 budget)
• Bachelor’s Degree in Sociology, Communications, Public Relations, Business Administration or a related field
• Knowledge of marketing techniques
• Enthusiastic storyteller
• Highly comfortable with standard office software along with Quickbooks and Salesforce

**SALARY AND BENEFITS**

• Part-time position (~.65 FTE) with salary range of $54,000 - $62,000
• Portion of medical insurance covered and all dental and vision insurance
• 10 holidays and 15 PTO days

Email cover letter and resume to: operations@litamarin.org