

# MARIN VILLAGES

## Executive Director Position Posting

### **Organization Overview**

Founded in 2009, Marin Villages helps older adults who want to age in the place they call home. We fulfill our mission through two primary functions. The first—volunteer services to help with needs such as transportation, errands, handyman help, home organizing, technical support, companionship, pet care, and more—provides not only a way to achieve everyday ends, it also creates a sense of connection between volunteers and the people they help that can often be missing in older adults' daily lives.

The second function happens primarily in the six local villages that make up the organization. Each village plans a rich selection of events every month that allow members to pursue interests, try new things, stay physically and mentally active, and have fun, all in the company of their peers. The variety of events each month is broad, and includes hikes, walks, coffees, lunches, happy hours, dinners on holidays for those who have no family with whom to celebrate, games such as Mahjong, knitting, book groups, men's groups, memoir-writing groups, and one-time educational seminars.

The organization's hub-and-spoke business model is considered one of the most effective in the village movement in the state of California. The hub, a small office in San Rafael, California, deals with the administrative functions of the business, and receives and coordinates all volunteer requests, as well as recruiting and training new volunteers. This frees the six villages at the end of the spokes—Mill Valley, Tiburon Peninsula, Twin Cities, Ross Valley, San Rafael, and Novato—to focus on creating welcoming and vibrant local communities for their members through a variety of events and social occasions. The six villages serve twelve Marin towns: Mill Valley, Tiburon, Belvedere, Corte Madera, Larkspur, Greenbrae, Kentfield, Ross, San Anselmo, Fairfax, San Rafael, and Novato.

Our ability to provide coordinated, easily accessible, and reliable services and programs for older adults through our network of dedicated volunteers is helping to improve the lives of Marin Villages members and volunteers alike. We make it possible for older adults to continue to be engaged and independent, and to lead safe, healthy and productive lives within their communities.

We are seeking a visionary leader for our Executive Director position who is passionate about enhancing the lives of older adult and has the operational and strategic vision to ensure the long-term sustainability, scalability and success of our mission.

### **Major Job Functions and Responsibilities**

#### **Fund Development**

The successful candidate must possess significant expertise in donor development and will coordinate all aspects of Marin Villages fundraising plan including, but not limited to, high net worth donors, private foundations, corporate sponsorships, planned giving, events, annual campaigns, direct mail appeals, marketing and social media outreach.

She/he must be an experienced leader who can create, implement and evaluate a long-range fund development strategy and support our Board of Directors in their donor outreach efforts. The candidate must inspire donors to support Marin Villages and reach out as the lead spokesperson of the organization while engaging and motivating both current and potential donors.

### **Community Relations, Marketing and Communications**

The successful candidate will develop and implement a comprehensive community relations and communications strategy for Marin Villages, ensuring that all internal and external stakeholders are kept well informed of our plans for the future. The Executive Director will also seek out appropriate marketing opportunities to educate Marin County about Marin Villages through traditional advertising and social media.

She/he will serve as liaison with other organizations, promote Marin Villages in the community, identify potential partners in the aging space and manage relationships with existing partners.

The candidate will serve as "the face of Marin Villages" and must represent the organization in front of multiple constituents including donors and community stakeholders in a highly positive manner. This includes the ability to recruit, engage and inspire an active and enthusiastic group of Board members and employees to carry out the organization's strategic mandates and operational goals.

### **Staff, Volunteer and Financial Management**

The Executive Director will be responsible for managing full-time, part-time, and temporary office staff to execute the required functions of Marin Villages operations. The candidate must ensure that all positions are staffed with highly qualified personnel and be comfortable using and leveraging information technology for a highly productive and cost-effective office environment.

The candidate will have the ability to leverage the talents of select volunteers in leadership roles to augment the work of a small paid staff and effectively implement new operational and strategic initiatives while also managing a large volunteer corps that provides all services to Marin Villages members.

She/he will be particularly well versed in managing the financial operations of a multi-faceted organization, including demonstrated working knowledge of federal, state and local government contracts and private foundation grants.

While creating a collaborative, inclusive and inspirational organizational culture, the Executive Director will also develop annual goals and performance evaluations for all Marin Villages employees.

### **Collaboration with and Development of Marin Villages Board of Directors**

The Executive Director must have an excellent working relationship with the Board of Directors and the ability to effectively and concisely report the ongoing status and progress of Marin Villages operations. The candidate must also ensure strong financial controls and reporting, be effective in recruiting, retaining and motivating Board Members and provide support for them to be effective in their community outreach to drive donor contributions.

She/he will also collaborate with the Board to develop short-term business plans and long-range strategic plans for Marin Villages and will work with the Executive Committee to identify and recruit potential new members for the Marin Villages Board of Directors.

## **Knowledge, Skills and Experience**

The Executive Director position for Marin Villages is an exciting opportunity for an experienced, energetic and entrepreneurial candidate that thrives on driving dynamic growth for an organization that is now poised to have a powerful impact on the aging population in Marin County.

### **PREFERRED QUALIFICATIONS**

- Genuine passion for the mission of Marin Villages
- An entrepreneurial and energetic spirit with an exceptional work ethic
- Significant and demonstrable expertise in creating comprehensive and impactful fundraising plans and campaigns involving individual donations, corporate/foundation grants, special events, planned-giving and similar development strategies
- Experience with managing a large corps of volunteers, including many in leadership roles
- Demonstrated leadership success in progressively responsible assignments
- Financial acumen that includes trends assessment, fiscal health analysis, government contracts, foundation grants, business plan implementation and budget administration
- Success growing a membership organization with infrastructure systems and procedures that support viable, effective and sustainable growth
- Experience with marketing, social media and community/public relations
- A strategic visionary who also possesses strong operational expertise, along with experience developing and implementing strategic and long-term plans
- Skilled communicator with excellent oral, written, consensus-building, negotiating and public speaking skills
- Track record of building alliances and partnerships with other organizations
- Ability to deal diplomatically and collaboratively with multiple constituencies that may have competing agendas
- Bachelor's Degree from an accredited college or university
- Prior executive-level experience and work with a nonprofit Board of Directors

This position offers a competitive salary and benefits package.

**Submission deadline is October 30, 2020 at 5:00 p.m.** To apply for this position:

Email a word document of your resume and **in a separate document, a thoughtful cover letter** describing how your skills and experience meet the needs of the position and the organization.

Preference will be given to those candidates whose cover letters offer a broader and deeper insight into their career history that is not already covered in their resumes. Include your LinkedIn URL. *Your candidacy will be held in the strictest confidence.*

- In the **Subject Line** of the email put your **First and Last name and Executive Director Position**
- Submit both documents to **peter@marinvillages.org**

