

MARIN AGING AND DISABILITY INSTITUTE, LLC

Executive Director, Part-time 1st Year

You have a gift for fostering collaborations, a track record for growing start-up organizations and a passion for advancing the interests of Marin's aging and disability communities.

The Marin Aging and Disability Institute, LLC

In 2018, Vivalon (formerly known as Whistlestop) and the Marin Center for Independent Living joined forces to acquire assets formerly belonging to Marinspace. To manage this transfer and future use of the space, they incorporated a new 501(c)3 nonprofit organization, the Marin Aging and Disability Institute (MADI).

MADI will promote collaborative solutions to address the growing and intersectional needs of Marin County's older adults and individuals with disabilities, particularly those who are multiply marginalized. MADI's mission is to bring aging and disability stakeholders together to advance equity and improve lives through advocacy, collaboration, and innovation.

MADI's advocacy efforts will draw on work already being undertaken by the Marin Aging Action Initiative, a 7-yr old collaborative network of 250 organizations that promotes a healthy, safe, and engaging quality of life for all older adults to thrive in Marin County. Currently serving as AAI's fiscal sponsor, MADI has plans to merge with AAI over the course of the coming year. Additionally, MADI recently sponsored the launch of the Marin Disability Coalition to bring together county-wide organizations focused on serving Marin's disability community, including families and caregivers. Over time, MADI intends to help align both aging and disability advocates around issues of common concern, including but not limited to, housing, caregiving support and disaster preparedness and response.

MADI plans to significantly upgrade its physical campus located at 70 Skyview Terrace in San Rafael. The goal is to offer accessible office and gathering spaces that promote collaboration and comradery among aging and disability stakeholders, including MADI itself. MADI has contracted with Nonprofit Centers Network, a national leader in shared space real estate, to undertake a Demand and Budgeting Analysis to confirm adequate demand for and financial feasibility of upgraded office space at MADI's current address or at a possible alternative site. Currently MADI has leased space to several tenants on a short-term basis.

Position Description

MADI seeks a dynamic, entrepreneurial Executive Director who can lead MADI into its next phase of growth. Reporting to the Board of Directors, the Executive Director will drive organizational strategy and operations, overseeing the merger with AAI, the buildout of the Disability Coalition, the pursuit of a joint aging/disability equity advocacy agenda and the

development of the MADI campus. Additionally, the Executive Director will initiate fundraising activities and supervise administrative staff and any future additional staff or contractors.

Principal Responsibilities

- Collaborate with the Board of Directors to craft a strategic framework responsive to MADI's mission, vision and priorities
- Develop and manage plans for completing the AAI merger, Disability Coalition buildout, and pursuit of a joint aging/disability agenda, including engaging stakeholders and enlisting their support and collaboration
- Establish benchmarks and tracking mechanisms to enable the Board to make informed decisions and to provide accountability to external stakeholders
- Manage the process of evaluating and implementing proposals for developing the MADI campus at its existing or newly identified site, including coordinating with consultants, property managers/developers, attorneys and other experts
- Coordinate with current MADI property manager to maintain high levels of satisfaction among existing tenants and to plan for and manage maintenance and improvement expenses
- Develop and implement a Resource Development Plan to grow private and public funding as well as fortify relationships with existing funders
- Develop and oversee implementation of a Communications Plan to raise awareness of and support for MADI's mission and activities
- Serve as MADI's spokesperson and ambassador, proactively seeking out opportunities to generate support for MADI's mission, build engagement among existing collaborators and cultivate new community connections
- Motivate and supervise administrative and other staff/contractors

Qualifications

Leadership

- At least 5 years of demonstrated senior level management experience, preferably in the non-profit sector, with an emphasis on aging and disability services and advocacy
- Proven track record for scaling and managing the growth and development of start-up organizations or major new initiatives

- Experience leading multi-stakeholder initiatives
- Past success working with a Board of Directors and cultivating new and existing board member relationships
- Demonstrated ability to manage public relations and cultivate donors and other external stakeholders
- Experience managing budgets and financial reporting

Personal Skills

- Preferred: Lived experience as an individual with a disability, older adult, caregiver (family caregiver), and/or the intersection of these domains
- Keen ability to think strategically and translate strategy into action
- Effective time management, organization and delegation skills
- Can-do self-starter; creative, entrepreneurial and agile
- Superior interpersonal/collaborative/listening skills
- Excellent written and communications skills, including public speaking
- Mission-driven and idealistic

Other

- Bachelor's required, Masters preferred
- Passion for MADi mission, familiarity with issues facing aging and disability communities, respect for people's lived experiences/
- Position is based in Marin County, California and is not remote

Compensation

- \$66,000 for 60% time, employee position
- Position expected to increase to full-time in 12-18 months

How to Apply

Please submit a cover letter and resume to Diane Krantz - dkrantz.madi@gmail.com.