

Executive Director for Senior Housing Non-Profit Corporation

The Austin Geriatric Center, Inc., a Texas non-profit corporation, is looking for an Executive Director (ED). Reporting to the Board of Directors, the ED will have overall strategic and operational responsibility for AGC's programs, expansion, and execution of its mission. The ED will initially develop deep knowledge of field, core programs, operations, and business plans.

Responsibilities

Leadership & Management

- Ensure ongoing operations of AGC's portfolio of approximately 500 units of senior affordable housing at its flagship location.
- Oversee AGC's finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve strategic goals.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction.
- Ensure effective systems to evaluate program components that can be effectively communicated to the board, funders, and other constituents.
- Serve as a leader and advocate to increase opportunities for the elderly in the City of Austin and beyond.
- Serve as Board Liaison with existing Development Team and Partners.

Fundraising & Communications

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt.
- Deepen and refine all aspects of communications – from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

Planning & New Business

- Design a strategic business planning process for the program expansion.
- Begin to build partnerships, establishing community relationships
- Partner with the Board of Directors to craft and adapt the strategy to achieve growth, increase capacity, and identify new opportunities.

Board Management

- Work closely with the Board President, Board of Directors, and committees to assess and address any issues with the organization and/or committees
- Be fully transparent to the Board President and Board of Directors
- Report to the Board of Directors and assist in the organization of and participation in quarterly board meetings and other committees as required
- Report the status of the strategic plan goals
- Assist the board with recruitment and board education

Qualifications

The Executive Director will be thoroughly committed to AGC's mission. All candidates should have proven leadership coaching and relationship management experience.

Specific requirements include:

- Strong track record of effectively leading and scaling a performance- and outcomes-based organization and staff, with specific examples of having developed and implemented strategies that have taken an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationship.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communications skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Education, Experience, and Licensing Requirements

- Bachelor's Degree (required) and advanced degree (preferred) with at least 10 years of senior management experience, preferably in an operational environment

Interested applicants should send qualifications and work history to:

Clarke Heidrick, Board President

cheidrick@mcginnislaw.com