



www.capitolhillvillage.org

Executive Director Job Description

Capitol Hill Village (CHV) is seeking a community-minded and service-oriented leader to be its next Executive Director. Reporting to and working in collaboration with a dedicated and enthusiastic Board of Directors, staff of seven, 525 members, and more than 300 volunteers. The Executive Director will be responsible for the organization's annual budget of one million dollars, management, planning, growth, sustainability, partnerships and external relations. He or she must demonstrate a commitment to and passion for CHV's mission of helping older adults age in community safely, socially engaged and well.

The ideal candidate will bring a record of success as a senior leader of a community- or membership-based nonprofit organization in addition to experience designing and implementing high-impact programs and service or comparable skills and experience. We are looking for a candidate to bring an entrepreneurial mindset, a proven ability to build relationships with diverse audiences and an understanding of best practices in nonprofit management. In recent years, CHV established performance measures and developed partnerships across the city which it expects to maintain and expand.

The Executive Director's position is a full-time, salaried position. CHV is an equal opportunity employer. Salary is commensurate with experience and qualifications. Benefits include employer contributions to health insurance and IRA, paid holidays, sick leave and vacation. The position reports to the Board, dedicated to helping the new director understand CHV and its history and challenges.

Email a letter that describes your interest in the position and offers information about yourself and your career in the context of the quality ranking factors listed in the job description. Please also include your resume and contact information for three references in PDF format, in one document to jobs@capitolhillvillage.org. Place Executive Director in the email subject line. Please title PDF file as: CHV ED LASTNAMEFIRSTINITIAL.pdf (e.g., CHV ED SmithF.pdf). Questions from potential candidates may be addressed separately to: jobs@capitolhillvillage.org. CHV will review applications beginning on May 20, 2019 and to ensure full consideration complete applications must be received by 06/07/2019.

About Capitol Hill Village (CHV)

Founded in 2007, CHV is a non-profit membership organization based on the concept of neighbors helping neighbors. CHV provides members with social, educational and cultural opportunities, as well as support services including transportation and home

maintenance performed by CHV's volunteers and vetted vendors. CHV is dedicated to creating and celebrating an inclusive community.

Additionally, CHV's social services team provides professional care coordination, helping members to navigate health care, insurance, social service and housing issues. As a model aging-in-place village, CHV has programs and services for members across the spectrum of health, mental acuity and economic means. Learn more at www.capitolhillvillage.org.

Guided by a strategic plan, approved by the Board in March 2019, we expect the new Executive Director to implement the mission and articulate a vision that will further energize board, members, staff, volunteers and partners. Board, staff and the new Executive Director will be evaluated on success in executing the plan. Learn more at www.capitolhillvillage.org, <https://capitolhillvillage.org/about/model/>

CHV Mission: CHV exists to sustain and enrich the lives of its members and the community of Capitol Hill residents for the long term with a particular focus on aging in community. We do this by being a neighborhood-based organization and by enabling a vibrant, inclusive and age-friendly and all-ability community that empowers everyone to thrive and live meaningful lives.

Strategic Framework: Community, Service, Advocacy, and Organizational Health, followed by job responsibilities which are also Quality Ranking Factors

COMMUNITY

CHV is a supportive, accepting community that embraces diversity and provides opportunities and aid to enrich and sustain the lives of both members and volunteers. We convene and connect members to community services and social activities to support the development of a vibrant, active and safe Capitol Hill.

Organizational Inspiration: The Executive Director is expected to foster a creative and dynamic work and learning community where individuals gain as much from their engagement as they give.

SERVICE

CHV provides members with quality, valuable and person-focused services and programs to meet their needs as they age in the community. Embracing the “volunteer first” model, CHV provides these services with trained volunteers and professional staff and through vetted vendors and public/private partnerships.

Program and Service Advancement: Ensure that the Village delivers high quality programs and services that meet community needs within mission scope. Our aim is to address the wishes and interests of an aging community and provide value to all members.

ADVOCACY

CHV advocates with its members and older community residents to government, private sector, community and social service entities to ensure the Capitol Hill community has the tools and resources necessary to support successful and healthy aging. We bring

awareness to and advocate for high quality healthcare, wellness and prevention activities, legal advice, reliable vendor services, and a safe, age-friendly, inclusive community.

Partner Engagement: The Executive Director will cultivate relations with existing partners including other villages, government agencies, private companies and vendors to promote the CHV and foster strong collaboration. Moreover, the ED will foster new partnerships, especially through networks and associations across the city.

Program Management and Measurement: The ED will work with staff and evaluators to implement and design programs and to measure impact of the Village to better understand member and community needs and enable CHV to develop and adapt programs to ensure the village model operates as an effective complement to healthy aging.

ORGANIZATION HEALTH

CHV establishes and operates sustainable policies, clear strategic direction and fiscal diligence to ensure the long-term health of the organization. We believe that a firm financial platform, leadership succession and sustainable policies and practices are essential to the delivery of our mission.

Organization and Fiscal Management: The ED will oversee the day-to-day management of the organization's current paid staff of seven, volunteers, finances, operations, legal compliance and relationships with members, board, community partners, funders, vendors and other key stakeholders.

Revenue Generation and Fundraising: The ED will be responsible for raising funds to sustain programs. This includes membership fees, philanthropic and government grants, support from individuals and foundations, corporate partnerships and new sources of revenue. The Village currently provides funding for a contract grant writer/ development consultant.

Sustainability Opportunities: As the aging community is growing and needs become more intense, the Executive Director will explore sustainability options including service provisions, partnerships and revenue models to meet increased cost of operations.

Quality Ranking Factors: Knowledge, skills and abilities in the following areas, as also described above.

- * Organizational Inspiration
- * Program and Service Advancement
- * Partner Engagement
- * Program Management and Measurement
- * Organization and Fiscal Management
- * Revenue Generation and Fundraising
- * Sustainability Opportunities
- * B.A. or graduate degree or commensurate experience