

# CENTRAL ILLINOIS AGENCY ON AGING, INC.

## POSITION POSTING

**Position:** Executive Director

**Agency:** Central Illinois Agency on Aging, Inc.(CIAA) is a federally designated Area Agency on Aging for the six Illinois counties of Fulton, Marshall, Peoria, Stark, Tazewell and Woodford counties, part of the state and national network of Area Agencies on Aging and is an independent, not-for-profit organization serving persons of all ages, incomes and abilities. CIAA works in partnership with service providers to provide a comprehensive, easily accessible and coordinated system of home and community-based services for persons aged 60 and over, family caregivers, adults living with a disability and their families. Programs promote independence, choice, well-being and dignity.

**Agency Mission:** "Promoting Independence, Choice and Access to Services for All Ages, Incomes and Abilities"

**Salary Range:** \$80,000 - \$95,000

**Benefits:** *12 Paid Holidays per year; Paid vacation time and sick time after 6 months; 2 Personal Days per year. 401K Retirement plan; Public Eligible Student Loan Forgiveness Eligibility, Professional Organizational Dues reimbursement*

### **Position Summary:**

Reporting to the Board of Directors, the Executive Director is responsible for providing strategic, financial and operational leadership for the organization. This position is accountable for the overall programmatic and fiscal integrity of the organization, exercising discretion and independent judgment in the performance of job duties. He/she will have overall strategic and operational responsibility for the organization's staff and programs, focusing on long-range goals, strategies, plans and policies. The Executive Director will lead collaborative efforts to grow and maintain productive working relationships and partnerships in the community that enhance the organization's reputation and further our mission and cause. Skills and abilities include:

- Strong leadership and communication skills
- Professional business acumen with experience in fiscal management and financial planning
- Strategic mindset and vision for long-range planning
- Ability to make informed decisions
- Ability to form good interpersonal relationships
- Excellent detail-orientation and organization skills
- Task delegation and prioritization skills

### **Minimum qualifications and experience:**

- Bachelor's degree required with Master's degree preferred in management, public administration, social work or other social service or administrative field.
- Minimum of 3 years of responsible planning and management experience, at least 2 of which have been in a supervisory capacity with a focus on community resources and service delivery.
- Excellent verbal and written communication skills, including demonstrated ability in public speaking.
- Knowledge of principles and techniques of social service or public administration and planning.
- Possession of a valid driver's license

### **Send Resumes to:**

Central Illinois Agency on Aging, Inc.

Attn: Hoangvan Dinh

700 Hamilton Blvd.

Peoria, IL 61603

If sending Resume via email: [hdinh@ciao.net](mailto:hdinh@ciao.net)

*All Resumes must be received by the Agency by noon on April 24, 2023*

This is an onsite position and beginning date is preferably July 1, 2023

# CENTRAL ILLINOIS AGENCY ON AGING, INC.

## POSITION DESCRIPTION

POSITION TITLE: Executive Director

RESPONSIBLE TO: Board of Directors

POSITION SUMMARY: Reporting to the Board of Directors, the Executive Director is responsible for providing strategic, financial and operational leadership for the organization. This position is accountable for the overall programmatic and fiscal integrity of the organization, exercising discretion and independent judgment in the performance of job duties.

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Serves as the primary representative of the Agency in all organizational, legal, and business relationships.
2. Assures the program and fiscal management of contracts and grants awarded for the provision of services. Receives and administers State and Federal funds for the Agency programs and activities and is responsible for the review and accounting of grants and disbursements made under the Agency's authority and for establishing a system of evaluating and reporting on area programs and grants.
3. Assures and coordinates the development, submission and implementation of the Area Plan and Amendments to the Illinois Department on Aging under the provisions of the Title III OAA rules and regulations and State directives and all other proposals requested by the Department.
4. Directs the development of a comprehensive and coordinated service system for older persons within the Central Illinois Planning and Service Area. Includes collaboration with outside organizations and coordination of activities and programs with other organizations in the community.
5. Controls and makes final decisions, within the framework of established policy, all Agency resources, including budgets, human resources and facilities.
6. Assures the provision of staff services to the Board of Directors, the Area Advisory Council, and their committees, and the proper implementation of all directives from the Board of Directors.
7. Serves as an advocate for programs and services, including participation in community planning efforts and representing the Agency with legislators and public officials.
8. Responsible for liaison between the corporate board and the Illinois Department on Aging and represents the Agency with the National and Illinois Associations of Area Agencies on Aging.
9. Assures compliance with applicable laws, rules, and regulations. Includes ensuring compliance with equal opportunity laws and Americans with Disability Act and other regulations.
10. Administers personnel, including development and maintenance of job descriptions for all other staff positions, personal evaluations and manages the day-to-day operations of the office.
11. Monitors access to records, including confidential records with information that could be used to identify service participants.
12. Supervises, coordinates, reviews, and prepares comments on any new laws, rules, regulations, policies, or procedures that may affect services, and coordinates information from and comments made on such laws, etc., with service providers.

### MINIMUM QUALIFICATIONS:

1. Bachelor's degree required, Master's degree preferred in social work, public administration, or other social service or administrative field.
2. Minimum of three years of responsible planning and management experience, at least two of which have been in a supervisory capacity, with focus on community resources and service delivery
3. Excellent verbal and written communication skills, including demonstrated ability in public speaking and computer technology.
4. Knowledge of principles and techniques of social service or public administration and strategic planning.
5. Ownership or regular access to a private automobile and possession of a valid-driver's license.