

Executive Director

About The Joslyn Center

The Joslyn Center is a 501(c)(3) nonprofit community organization serving adults 50 and better in the Cove Communities of Palm Desert, Rancho Mirage, and Indian Wells. Located in Palm Desert, the Center offers more than 50 weekly programs, most provided free of charge, that promote health, connection, and lifelong learning.

Home to a nationally recognized Wellness Center, the Joslyn Center was among the first in the region to adopt a holistic approach to aging and to offer free bilingual counseling services. It is also the only center to feature the UCLA Longevity Center's Brain Boot Camp program.

Through social gatherings, wellness and fitness classes, educational workshops, and recreational activities, the Joslyn Center fosters engagement, friendship, and fulfillment for all who participate.

The Joslyn Center: Current Landscape and Opportunity

A cornerstone of the Coachella Valley, the Joslyn Center enriches the lives of more than 2,500 older adults each year through a welcoming environment, accessible programs, and meaningful partnerships. Known for its affordability and high-quality offerings -approximately 80% provided at no cost - the Center serves as both a trusted resource and a vibrant community hub. Signature programs such as its Low Vision Program, which helps older adults adapt to vision loss and maintain independence, and collaborations with FIND Food Bank and other local organizations further extend its reach, ensuring that older adults remain active, connected, and cared for.

With strong municipal partnerships, a talented staff, and an engaged Board of Directors, the Joslyn Center is poised for its next chapter of growth and renewal. A forthcoming strategic plan and continued investment in governance, systems, and diversified revenue will strengthen the organization's foundation and expand its impact across the region.

The next Executive Director will lead a beloved and respected institution ready to innovate and evolve - advancing the Joslyn Center's mission of inclusion, connection, and vibrant aging throughout the Coachella Valley.

Learn more at www.joslyncenter.org.

Leadership Opportunity

Reporting to the Board of Directors, the Executive Director provides visionary leadership and overall management of the Joslyn Center. In partnership with the Board, this leader translates mission into action – guiding programs, people, and resources to achieve meaningful impact. Key responsibilities include fund development, fiscal and personnel management, strategic planning, Board relations, policy implementation, communications, and grant implementation, including an understanding of local, county, state, and federal funding sources. This full-time position reports directly to the Board through its President.

The next Executive Director will lead this vibrant hub for connection, health, and well-being – an organization that plays a vital role in preventing isolation among older adults, enriching their lives through programs that foster inclusion, purpose, and access to community. Building on a strong foundation, this leader will enhance visibility, modernize systems, and strengthen governance and operations, fostering a culture of accountability and ensuring that staff and Board members alike deliver on the organization's commitments. They will cultivate a collaborative, respectful culture among members, staff, Board, volunteers, and partners while expanding fundraising and partnerships to diversify revenue and elevate the Center's regional profile.

Ultimately, this leader will advance the Joslyn Center's mission of enriching the lives of older adults through sense of community, purpose, and belonging - ensuring the organization continues to thrive as a beacon of community and care.

Candidate Profile

The next Executive Director will be a mission-driven, community-oriented leader who embodies the warmth, inclusivity, and spirit that define the Joslyn Center. They will bring a college degree (or equivalent experience) and at least five years of nonprofit management or supervisory experience, along with strong interpersonal, communication, and fund development skills. Pairing strategic vision with a deep commitment to serving older adults, this leader will ensure every member feels valued and supported. They will strengthen relationships among members, staff, and the Board while positioning the organization for its next chapter of impact.

The following leadership competencies reflect the essential qualities, experience, and qualifications that will enable this individual to guide the Joslyn Center forward with integrity, compassion, and purpose.

Passion for Mission and the Senior Community at Joslyn Center

The Executive Director will be deeply committed to the Joslyn Center's mission of enhancing the quality of life of adults 50+ in the Cove Communities (Palm Desert, Rancho Mirage, and Indian Wells) as well as the surrounding Coachella Valley communities, through innovative programs, wellness, social connection, and

inclusive services. They will bring genuine empathy and insight into the physical, emotional, and social needs of older adults, demonstrating respect for their diverse backgrounds and capabilities. Grounded in knowledge of the field of aging and the issues that affect older adults, this leader will treat the Center as a “second home” and ensure its programs respond to evolving community needs. Their passion for serving older adults will be evident through hands-on engagement, thoughtful listening, and decisions guided by dignity, inclusion, and belonging.

Strategic and Forward-Thinking Operator

The new Executive Director will bring a strategic, solutions-oriented approach to leading the organization. They will modernize systems and practices to reflect 21st-century nonprofit excellence, combining operational insight with situational leadership to guide multiple priorities with clarity and focus. A supportive and adaptive leader, they will provide direction to staff and programs while navigating change with composure and agility.

With strong business acumen and a firm grasp of the organization’s financial and operational dimensions, this leader will ensure compliance with agreements and MOUs, manage resources transparently, and uphold fiscal accountability. They will balance big-picture vision with the ability to synthesize diverse inputs and find practical, collaborative solutions that move the organization forward - helping partners and staff “get to yes.” Grounded in data-informed decision-making, this leader will advance the Center’s mission and long-term viability.

Fundraising Ambassador and Community Connector

The next Executive Director will be a dynamic and strategic fundraiser who ensures the Joslyn Center’s long-term financial sustainability. They will lead, diversify, and grow fundraising activities - building relationships with individual, corporate, and community donors; cultivating new philanthropic partnerships; and inspiring broader investment in the Center’s mission across the Coachella Valley. With creativity and discipline, this leader will guide strategies that strengthen the organization’s financial foundation and expand its reach.

Equally adept as a communicator and ambassador, the Executive Director will represent the Center with authenticity and enthusiasm. They will bring strong oral and written communication skills - crafting clear correspondence, reports, and presentations - and serve as an articulate spokesperson with local media, civic leaders, and community partners. Through visibility and genuine engagement, they will elevate the Center’s profile and deepen connections that fuel its mission and impact.

Empowering, Collaborative, and Inclusive Leader

The next Executive Director will be a unifying, empowering leader who fosters trust, respect, and accountability across the organization. They will model and expect accountability at every level - holding themselves, staff, and the Board to clear standards of performance and follow-through. With professionalism and partnership, they will clarify roles, responsibilities, and communication channels to promote transparency, alignment, and mutual respect.

This leader will engage the Board as a strategic partner, providing timely information for sound decision-making and cultivating trust, alignment, and shared purpose around mission and strategy. They will also empower staff, nurture growth, and encourage collaboration, ensuring the Joslyn Center operates as one cohesive, high-performing team.

Through fairness, inclusivity, and clear communication, the Executive Director will strengthen governance, enhance committee effectiveness, and build an environment where everyone - staff, Board, and members alike – feels valued, heard, and connected to the organization's success.

Engaged and Relationship-Driven Leader

The next Executive Director will be a visible, approachable, and community-centered leader who genuinely enjoys connecting with people. They will bring exceptional interpersonal skills - interacting professionally and warmly with members, staff, volunteers, donors, city officials, community partners, and other constituents. This leader will actively build meaningful relationships with members, listening to their experiences and stories to strengthen the Center's sense of belonging and community.

Equally important, they will articulate and champion the Joslyn Center's value proposition - clearly conveying its impact, relevance, and essential role in enriching the lives of older adults throughout the Coachella Valley. Comfortable working with a diverse and active Board, the Executive Director will take direction from the Board President and Executive Committee while fostering mutual respect and collaboration across all relationships. By being present, personable, and attentive, the Executive Director will reinforce the Center's reputation as a true community hub - a place where relationships thrive and people feel part of something meaningful.

Essential Duties and Responsibilities

Leadership and Management of Joslyn Center Programs and Operations

- Responsible for the creation, implementation, and accomplishment of the Strategic Work Plan as developed and approved by the Board.

- Recommends new policies, programs, and action plans consistent with the vision of the organization and executes all policies/decisions of the Board.
- Recommends and oversees maintenance of the Joslyn Center facility, from routine repairs to managing capital improvements.
- Actively reviews best practices and evolving trends to ensure that appropriate programs, services, and support are developed and provided to members.
- Ensure that the actions of the Board are implemented, and the results of the actions are reported to the Board in timely, concise reports.
- Demonstrate substantive knowledge of Joslyn Center's programs and services.
- Develop an annual plan of work for the Joslyn Center to be approved by the Board.
- The plan will describe how Joslyn Center will achieve its mission during the time period of the plan.
- The plan will include operational goals, implementation activities, performance measures, and a supporting budget.
- Provide clear, concise reports to the Board at each regularly scheduled Board meeting that assess the accomplishment of the plan.
- Ensure that an optimal level of communication exists to promote the smooth development and implementation of Joslyn Center projects and services.

Fiscal

- Works with the Finance Committee and agency Directors and the Board in the development and approval of the annual budget and monitoring of monthly expenses.
- Ensure that the financial affairs of Joslyn Center are conducted in accordance with policies and guidelines established by the Board and generally accepted accounting principles.
- Ensure that sound risk management policies are in place.
- Develop, recommend, and monitor annual, event, and program budgets.
- Ensure effective audit trail.
- Approve expenditures.

- Provide for proper fiscal record keeping and reporting.
- In collaboration with the Finance and Operations Director and Finance Committee, submit monthly financial statements to the Board.

Fund Development

- Works with the Board on solicitation of donations and sponsorships from current and prospective funding sources.
- Guide revenue-generating activities in order to provide adequate income to the organization.
- Prepare and submit grant applications and funding proposals as appropriate.
- Work with Development and Marketing Director and Associate to develop, plan, and budget for fundraising events, solicitation letters, and encouraging Board involvement and support.

Joslyn Center Staff Management

- Selects, trains, and develops staff: including delegating, motivating, problem resolution, performance standards, measuring results, taking corrective action and rewarding staff as is appropriate.
- Ensure adequate staff support for all Joslyn Center programs, operations, and committees.
- Select, develop, and maintain a satisfied and qualified staff.
- Ensure appropriate personnel policies and procedures are developed and maintained.
- Supervise Joslyn Center staff and evaluate performance.
- Develop staff to reflect the diversity of the communities we serve.

Board Relations

- Coordinates all activities associated with the Board of Directors, including staffing for Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.

- Facilitates the work of the Board and its committees by developing resource materials, providing information, and assisting committee chairpersons as necessary.
- Assist the Board president in planning the agenda and materials for Board meetings.
- Facilitate the orientation of new Board members.
- Staff Board committees as appropriate.
- In conjunction with the Board Development Committee, work to recruit new Board members who are active, engaged, and reflect the diversity of the communities we serve.

Professional/Community Relationships/Public Relations

- Establishes and maintains an effective system of communication throughout the community to build and maintain a positive image (e.g. emails, social networking, newsletters, seminars, participation in industry conferences/speaking engagements, and marketing activities).
- Represents the Joslyn Center in its relationships with the media, community organizations, local city and government agencies, professional organizations and non-profits, and similar groups.
- Responsible for liaison with the three cove cities on Joslyn activities.
- Develops the annual marketing plan for Board approval and provides leadership for the implementation of new marketing strategies and ensures the growth and stability of the organization.
- Work with the Board and the Board president to identify, establish, and maintain liaison with Professional organizations:
- Community groups as they become important for the future of Joslyn Center
- Government agencies as they become important for the future of Joslyn Center
- Develop collaborative working relationships with other community service organizations to provide services to the seniors they serve.
- Represent the Joslyn Center at national meetings as directed by the Board and/or Board president.

Wellness Center Programming and Development

- Become familiar with the evidence-based programs, classes, and counseling approach utilized by the Joslyn Wellness Center.
- Work to integrate Wellness Center programming and staff into The Joslyn Center programs and services.
- Become familiar with and become trained in HIPAA requirements as it relates to the counseling program and other programs of The Wellness Center.
- Develop and maintain training programs for Wellness Center personnel to maintain HIPAA requirements.
- Oversee overall operations of the Wellness Center and compliance with funding requirements and program outcomes.
- Become familiar with practices for hiring and evaluating mental health counselors and supervising counselors.
- Develop collaborative working relationships with social service and other community organizations to expand the Wellness Center programming.
- Participate in community forums and planning groups to become familiar with available funding that may be supportive of Wellness Center programming.

Compensation and Benefits

Salary is competitive and commensurate with experience. The salary range for this role is up to \$135,000 with a generous benefits package.

Contact

DSG | Koya has been exclusively retained for this engagement. Express interest in this role by <https://apptrkr.com/6749567> or emailing the search team directly at JoslynCenter_ED@koyapartners.com. All inquiries and discussions are strictly confidential.

DSG | Koya is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

The Joslyn Center is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

About DSG | Koya

DSG | Koya, a DSG Global company, is the nation's premier search firm dedicated to mission-driven leadership. Since its founding in 2004, DSG | Koya has had an exclusive focus on mission-driven clients and was founded on the belief that the right leader can transform an organization and have a deep and measurable impact on our world. DSG | Koya works with nonprofits & NGOs, responsible businesses, and social enterprises in local communities and around the world.

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