



POSITION DESCRIPTION

TITLE: President, CEO
Reports to: Board Chair and Founder
FTE: Negotiable: Three-Quarter to Full-Time
Salary Range: \$100,000-\$130,000
Date: December 2023

PURPOSE OF POSITION

The President/CEO provides leadership to the organization and is responsible for execution of the strategic plan and managerial oversight of fundraising, marketing, public relations, community outreach, programs, and administration.

PRINCIPAL DUTIES

Strategic Planning and Execution

- Understand and advance the Foundation's Mission and Vision
- Work closely with the Board of Directors and Senior Management Team in all areas of strategic planning, including organizational growth and change management, with the ability to plan and act ahead of potential growth and expansion
- Develop and execute a multi-year strategic plan inclusive of goals and strategies in the domains of Policy and Advocacy, Public Awareness, and Senior Infrastructure
- Provide vision and oversight for all goals, objectives, and activities, with primary focus on the following five Strategic Focus Areas:
 - Senior loneliness/social isolation/senior orphans
 - Equity/DEI for older adults; focus on economically disadvantaged senior populations
 - Elder abuse/fraud
 - Senior Infrastructure
 - Senior Transportation/Mobility

Fundraising / Business Development

- Responsible for raising \$500,000 to \$1,000,000 per year (includes grantmaking and operations funding)
- Plan and execute a comprehensive development plan, including individual and major gifts, planned giving, and grants from foundations and corporations, with a focus on building endowments, donor-advised funds, and operating funds, and providing resources for key program initiatives
- Ensure that funding levels maintain operational sustainability
- Encourage an entrepreneurial culture that identifies new revenue opportunities
- Maintain a personal portfolio of top donors and prospects; solicit and close major gifts
- Build loyal and long-term relationships with key donors, community stakeholders and program partners

Brand Awareness and Advocacy

- Raise the organization's public profile by serving as spokesperson and advocate
- Position the organization as a leading advocate and regional thought leader on behalf of older adults throughout the San Diego region
- Serve as a visible, visionary and influential leader in the community
- Create community awareness of the goals and initiatives of SDSCF with emphasis on vulnerable and isolated seniors
- Ensure that marketing, communications, and media strategies focus on transitioning seniors from vulnerability to vibrant health and social engagement

Programs

- Provide executive oversight of program strategies in context of mission and vision
- Maintain knowledge of new developments in the world of gerontology; add to the Foundation's existing knowledge base
- Maintain awareness and engagement in programs and initiatives in the San Diego region designed to serve vulnerable older adults

Grantmaking

- Ensure best practices in grant awards, including regulatory compliance and due diligence
- Develop strategies to ensure grants are practical, impactful, and sustainable
- Develop partnerships with foundations and corporations for community grantmaking

Board Development

- Develop a strong partnership with the Board of Directors, recognizing and activating their individual expertise and passion for the institution, and building a collective vision
- Leverage the Board's time and energy to best serve and promote the mission and long-term financial health of the organization
- Collaborate with the Board in recruiting and orienting new board members

Operational Leadership and Oversight

- Oversee all business operations, including developing and managing the annual budget, policies, processes and workflows
- Recruit and retain qualified, dynamic, engaged, and empowered team members
- Ensure that fiscal discipline, financial integrity and financial best practices are in place
- Ensure that the organization has a sound budget, monthly financial statements are timely and accurate, and investments are overseen by qualified outside professional advisors
- Achieve programmatic excellence by establishing operational benchmarks, setting timelines, and obtaining the resources needed to achieve strategic goals

HIGHLY DESIRABLE

- 10+ years' experience in a leadership capacity in a nonprofit organization
- Experience working within and across the San Diego County region
- Understanding of the needs and issues older adults are facing
- Knowledge of the field of gerontology and of program interventions that serve seniors
- Strategic thinker with capacity to see both the big picture and the detailed steps needed to achieve organizational goals
- Demonstrated success in developing and cultivating long-term relationships with donors and key community influencers
- A builder with a demonstrated ability to bring organizations to new levels of philanthropic success; track record of obtaining significant funding from a range of sources, including major donors, foundations, corporations, and project fundraising
- Familiarity with estate planning and planned giving vehicles
- Demonstrated ability to identify opportunities, relationships, and partnerships for new revenue generation and to bring those opportunities to fruition
- Experience working with a board of community leaders, including reporting, advising and board member recruitment
- Experience managing outside consultants
- Exceptionally well-developed listening and communication skills including the ability to connect with and inspire a wide range of partners and stakeholders; comfortable at public events and public speaking
- Proficiency in both written and verbal presentations, as well as the ability to interact with the board of directors, senior management, donors, and key stakeholders
- Proficient on computer and with Microsoft suite (Word, Excel, PowerPoint)
- Prior experience creating work environments that are inclusive, productive, and healthy

KEY RELATIONSHIPS:

INTERNAL:

Team Members
Board Members
Contractors

EXTERNAL:

Donors and Foundation Funders
Leadership and Board Members of Agencies Serving Seniors
Key Community Stakeholders
Key Governmental Officials
Professional Advisors (estate attorneys, financial planners, CPAs, etc.)
Leadership at Public, Private and Corporate Foundations
Professional Affiliation Groups
Council on Foundations

EDUCATION

- Bachelor's degree in relevant major, master's degree preferred

LANGUAGE SKILLS

- Ability to read, write and speak English fluently

JUDGMENT/REASONING ABILITY

- Use of good judgment and own initiative
- Logical thought process
- Works well under pressure

OTHER SKILLS AND ABILITIES

- Leadership skills to work with and motivate board and team members
- Warm, charismatic and engaging – a great storyteller with a passion for helping vulnerable seniors in the San Diego region
- Emotionally intelligent, with a sense of humor and the flexibility and sensitivity to work with diverse personalities and situations in a collaborative environment
- Self-motivated and can take charge, build consensus, work cross-functionally and drive change
- Imparts credibility, trust, integrity and enthusiasm; understands the subtleties of motivating and directing others
- Deeply values human relationships and can build community and gain respect
- Resilient with the ability to embrace shifts in priorities on a regular basis; possesses excellent change management skills
- Excellent listening skills
- Strong interpersonal, written and verbal communication skills
- Professional attitude and demeanor
- Positive and enthusiastic
- Ability to be flexible and open to change

WORK ENVIRONMENT

- Currently the team is working remotely; eventually the goal is to secure an office with a professional environment

I have read and understand the purpose, duties, requirements, and qualifications of the **President/CEO** position.

Employee

Date

Supervisor

Date