



## ***Executive Director Position Description***

### **COMING HOME CONNECTION**

*creating a community of care*

***Coming Home Connection trains, places and supports volunteer and professional caregivers in homes and other settings where help is needed, to assist clients and their families through sickness, old age and the end-of-life.***

CHC is seeking a new executive director to take our vital services into their next phase of development. You will take over a thriving organization with a hard earned and well-deserved reputation with clients, community partners and funders, for providing high quality and compassionate volunteer and professional care to clients in their homes and to residents of Casa Cielo, our new hospice house. You will lead staff in strengthening our existing services and work with the board and the Casa Cielo advisory board to strategically plan and develop new initiatives in response to community needs and organizational capacity. Additionally, you will seek out opportunities to partner with other organizations. Along with excellent executive skills, this job requires a person-centered approach, emotional resilience and humor.

**Position Type:** Year-round, full time exempt, flexible hours including some evenings, weekends and occasional on-calls.

**Salary and Benefits:** \$70,000, four weeks paid time off. Either health insurance or HSA.

#### **OVERALL RESPONSIBILITY**

The Executive Director (ED) oversees all operations of Coming Home Connection (CHC) and reports directly to the Board of Directors (Board). Final policy decisions reside with the Board and final operational decisions with the ED.

#### **RESPONSIBILITIES**

##### **Services and Operations**

1. Maintains and promotes CHC's vision, mission, and strategic vision throughout the organization.
2. Plans, manages, and evaluates all existing CHC services and operations: Home Care, including dementia respite and equipment loan, Casa Cielo, Coming Home Kids, Health Navigation and Caregiver Training and Support.
3. With Board input, explores opportunities for expanding services, replication, and developing new services.
4. Ensures compliance with HIPAA throughout the organization.

##### **Financial Management**

1. With the treasurer and relevant Board committee/s prepares and presents to the Board the annual budget and administers throughout the year.
2. Develops, with Board approval, fiscal and budgetary policies and administers those policies.
3. Develops and maintains effective accounting systems which comply with all relevant regulations.
4. Manages the Memory Tree and other discretionary funds.
5. Presents financial reports to the Board on a regular basis.

### **Fundraising**

1. With the Board Development Committee, determines fundraising needs and develops, administers and evaluates all fundraising efforts and activities for CHC core services.
2. Establish and maintain excellent donor relations with existing donors and with the board, develops donor prospects.
3. Oversees the writing and administration of grants; oversees and/or delegates the supervision of outside contractors.

### **Board Relations**

1. Serves as liaison between the Board and the staff.
2. Reports to the Board and its executive committee on the state of the organization, with attention to services, personnel, finances, and partnerships.
3. Attends meetings of the Board, ensures the taking and distribution of minutes, and makes available to the Board all information that it requires.
4. Works with the Board to create a 3-5 year strategic plan for CHC, and implements the plan.

### **Community Partnerships and Public Relations**

1. Networks with community partners and potential community partners.
2. Identifies opportunities to work strategically with funders and other service providers to position CHC as an essential part of in-home care service delivery in Santa Fe and the surrounds.
3. Represents CHC in the community at public events and identifies opportunities to promote CHC services and volunteerism.
4. Oversees media relations and development of advertising, marketing, community relations and related efforts. Serves as main spokesperson for the organization.

### **Personnel Management & Leadership**

1. Oversees the creation and setting of personnel policies and monitors adherence.
2. Oversees the creation of job descriptions and monitors the work as outlined in the JD
3. Maintains a professional work environment by...
4. Oversees the hiring of staff and outside contractors.
5. Ensures compliance with all regulations affecting CHC and its employees.

Nothing in this position description precludes the ED from proper delegation of responsibilities to other members of the staff. The duties and priorities of the ED are dynamic and therefore may change from time to time as agreed by the ED and the Board.

### **Skills, Experience and Knowledge**

- Non-profit management at director or assistant director level
- Strong experience in home health and/or senior care
- Donor relations and grant writing
- Ability to talk to and relate to people from a wide and diverse range of ages, background and experiences
- Knowledge of local issues and national trends relating to health and senior care
- Multi-multi-tasking and flexibility
- Capacity to mentor and support staff and front-line caregivers and volunteers
- Volunteering and passion for your work
- Bilingual in English/Spanish would be a plus
- Excellent writing skills
- Flexible and open to change as it relates to a vibrant organization

**Application:** Send resumé and detailed cover letter to [info@cominghomeconnection.org](mailto:info@cominghomeconnection.org)

**Questions:** Please visit our website, [cominghomeconnection.org](http://cominghomeconnection.org), for more information about our work.  
Email specific question to our executive director, Frances Salles at [info@cominghomeconnection.org](mailto:info@cominghomeconnection.org)

**Deadline: Monday, April 20, 2020**