

Position: Executive Director (Reports Directly to Board of Directors)

Hours/Week: Typically around 40 hours/week (8:00 am -4:00 pm, but on occasion it will be necessary to work after hour events)

Job Description:

The responsibilities of this position include, but are not limited to the following:

Responsible for all legal, financial, insurance, contractual and regulatory matters

Responsible for overall program operations at six senior centers

Hire, train and supervise employees (which includes all necessary screenings prior to hiring)

Oversee federal/state Older Worker programs and maintain required documentation

Implement compliance of policies set forth in Bylaws, Personnel Policies and Fiscal Policies

Recruit volunteers and maintain records

Insure that all records/information for all centers are in compliance with Health Department, City Fire Codes, Care-Link, DHS, Highway Department regulations subject to inspections, assessments and audits.

Conduct a yearly staff training in compliance with all training requirements

Willingness to train and be certified to teach evidence and research based classes

Create and maintain good relations with public, local civic groups, United Way, state and local agencies by attending meetings, accepting public speaking engagements, giving tours, etc.

Attend and participate in: Faulkner County Council on Aging board meetings (prepare materials, send notices, and prepare agendas), Care-Link provider meetings, state and local conferences, workshops and training seminars dealing with aging issues, City Council and Quorum Court meetings

Review and authorize budgets, disbursement of all funds, and financial statements. Work with Fiscal Administrator in preparing annual contracts for services and grants

Complete grant applications for vehicles through ARDot Section 5310 grant program

Execute monthly billing for Medicaid funding (ARChoices), maintain corresponding records, annual verifications and participate in audits

Coordinate and oversee student projects and college interns

Approve, coordinate and publicize via the internet, schedules, menus and planned activities and news worthy events

Plan and organize fundraisers at all centers with the help of program staff and Board of Directors

Oversee the planning of activities and special events

Oversee maintenance and needed renovation of buildings and equipment at all centers

Background Qualification:

Experience in non-profit administration, personnel issues, finance, and dealing with Senior Adults

Organizational and communication skills

Computer skills

Ability to perform some heavy lifting (40 lbs or less)

All applicants should be willing to submit to the following:

An Arkansas Department of Motor Vehicle check, criminal background check, finger print check, pre-employment drug test, periodic random drug testing

This job has a generous vacation, sick and paid holiday policy, but does not offer insurance or retirement benefits. Salary will be commensurate with experience.

The Executive Director should establish residency in Faulkner County, Arkansas

The Faulkner County Council on Aging, Inc. is an equal opportunity employer. Please submit a one page cover letter that highlights your qualifications, a resume that includes your salary history, and a list of three professional references to Board of Directors at conwaysrs@conwaycorp.net by the close of business on April 15, 2021.