

**I'ON AT HOME**  
**Job Description for Executive Director**  
**April 24, 2019**

**Overview:**

I'On At Home (IAH) is a 501(c)(3) nonprofit whose mission is to provide services and support to enable I'On residents to have a healthy, active, and independent lifestyle and remain in their homes as long as possible as they "progress in life." IAH is a membership organization of residents who are age 55 and above. Services for members are provided by a pool of trained volunteers, all of whom are I'On residents. Many in the volunteer pool are also IAH members. IAH is governed by a Board of Directors with 12 members.

The primary purpose of this Executive Director position is provide executive management for the organization as well as management of member services, volunteers, financial affairs, administration, and communications. In addition, this person will ensure continuity and stability for the organization as volunteer leadership changes over time. This is the only paid staff position for the organization, and this position's efforts are supplemented by the work of many volunteers,

**Hours and Salary:**

This is a 20 hour per week contracted position with an annual salary of \$25,000-\$29,000, depending on the successful candidate's experience.

**Office Space:**

IAH does not have a physical office. The successful candidate will need to work at home and possess a computer with a Microsoft Office suite, Google suite, and a printer. It will be necessary to assure that all IAH files are properly backed up. IAH will provide necessary office supplies and, if necessary, a cell phone and phone service.

**Responsibilities**

1. **Governance**

- Coordinate the work of the Board of Directors and all IAH Board committees by providing resources, support services, and facilitating communication as appropriate
- Serve as staff liaison for IAH Board meetings and IAH committee meetings as requested
- Ensure that nonprofit best practices are followed by IAH regarding governance, policies, procedures, and operations
- Ensure that adherence to IAH Bylaws is practiced
- Ensure that the IAH Policy and Procedures Manual is reviewed and updated at least biennially

2. **Board of Directors**

- In collaboration with the Board President, plan and publish agendas for all Board meetings
- Attend all Board meetings, record and publish minutes of these meetings
- Attend Board committee meetings as requested and provide support for their activities

- Manage the IAH leadership development process by tracking Board members' terms, ensuring the need for new Board members is assessed, a recruitment process is developed and implemented, and elections are conducted at the Annual Meeting
- In collaboration with the Board President, plan and conduct orientation for new Board members

### 3. Members

- Monitor and track member service requests made by phone, email, or the IAH website. Assure requests are matched with an IAH volunteer to provide members the services they need at the time they need them.
- Schedule and manage volunteer call managers
- Manage IAH GoogleVoice and Network Solutions accounts ensuring that appropriate records of communications are maintained
- Manage intake for new members and renewal of existing members in coordination with the Membership Committee and the IAH Treasurer
- Send appropriate acknowledgement letter to new and renewing members following receipt of dues and to donors upon receipt of a donation

### 4. Volunteers

- In collaboration with the Volunteer Services Committee, ensure that an appropriate number of volunteers are available to meet the needs of members
- Plan and conduct volunteer recruitment, screening, and training, as needed
- Manage and schedule volunteer Call Managers
- Ensure that volunteers are appropriately appreciated and recognized

### 5. Programs

- In collaboration with the Programs Committee, assist as needed with the development and implementation of a plan for a minimum average of six monthly IAH events
- Assist with activities related to particular IAH events as needed
- Ensure that program hosts and coordinators are appropriately thanked
- Maintain records of all events

### 6. Marketing and Communications

- Manage, maintain, and update the website, including member and volunteer lists, calendar of events, groups, frequently asked questions, and general information on IAH
- Collect and maintain the library of IAH photos and distribute as requested
- Screen potential vendors referred by the IAH Programs Committee for inclusion on the Preferred Provider List. Keep the Preferred Provider Directory current by adding newly screened providers and deleting others who go out of business or receive negative reports from IAH members
- Keep Mail Chimp current and handle communications with members and volunteers as requested by the IAH Board and committees
- In collaboration with the Marketing and Communications Committee, assist as needed with compilation and distribution of a monthly newsletter for members

- Provide copy and photos about IAH and current activities for the “Living in I’On” monthly newsletter and the “I’On Life” magazine
- Manage all communications from the larger community for IAH information, etc.

#### 7. Finance

- Manage day-to-day financial activities for IAH, including receipt and tracking of all donations, bank deposits, payment of invoices, and maintenance of files and electronic records
- Provide monthly IAH financial reports and develop IAH’s annual budget for approval by the Board of Directors
- Manage IAH’s accounts with various vendors, such as Helpful Village, Village to Village Network, and Network Solutions
- Continually assess IAH’s revenue needs and alert the Board about any projected shortfall
- If such a shortfall is projected, collaborate with the Board to develop and implement a fundraising plan

#### 8. Other

- Perform such other duties as may be reasonably requested by IAH consistent with the general responsibilities under this job description.

#### **Qualifications:**

- Ability to be self-initiating with a strong background and experience with management, administrative, and organizing responsibilities
- Ability to manage and track financial activities
- Computer competence and proficiency including websites and databases
- Ability to prioritize, multi-task, and solve problems independently
- Strong commitment to continuous improvement and “working smarter” to streamline procedures to improve IAH operations
- High energy, positive attitude with excellent communication skills
- Strong appreciation for and commitment to customer service and meeting customers’ needs.
- Ability to collaborate and interact effectively with IAH members, volunteers, and Board members
- Flexibility to occasionally work some evening or irregular hours

#### **Preferred Qualifications**

- Nonprofit executive management experience
- Experience with simple bookkeeping and Quickbooks

#### **Reporting Relationship:**

The President of the IAH Board of Directors will provide supervision and direction.

***To apply, send resume and letter of interest to Becky Van Wie ([brvanwie@gmail.com](mailto:brvanwie@gmail.com)).***