

AT HOME ON THE SOUND THE SOUND
POSITION DESCRIPTION
EXECUTIVE DIRECTOR

At Home on the Sound (athomeonthesound.org) is an 11-year-old not-for-profit organization created through a grassroots effort by local residents who felt passionately that they and others like them should have a support system to help them remain in their own homes as they aged. Membership in this robust organization is open to all people in the Larchmont and Mamaroneck communities ages 60 and over.

The position reports to the Board of Directors, with oversight for the guidance and operation of the organization, and for serving as the face of At Home on the Sound the Sound internally to the members, volunteers and board members and outwardly to the community at large. The responsibilities include: maintaining existing programs and creating others that reflect present and future needs of the membership; communicating with various constituencies – inside the organization and in the community; overseeing the financial performance of At Home on the Sound the Sound, and providing the leadership in the development of financial plans and overseeing their execution; participating in fund raising and development activities; overseeing the administration of the At Home on the Sound the Sound office and its operation; supporting board performance; serving as a knowledge resource regarding programs and services focused on dealing with the various complexities of aging. At Home members expect the Executive Director to be a resource, a problem solver, and a friend.

The successful candidate will have at least 4-5 years of management experience in the not-for-profit area, with increasingly responsible experience in program development and implementation; planning – both financial and strategic; fund-raising and grant writing and administration; and experience with database selection, integration and data interpretation. A passion for working with senior citizens and those facing the challenges of aging is a must.

We are an Equal Opportunity Employer

For further information and to express interest, please contact:

positions@athomeonthesound.org

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