



Executive Director

About the NC Coalition on Aging: The Coalition is a 501(c)3 entity that brings together a diverse array of consumer, provider and advocacy agencies/organizations that represent North Carolina's aging population and gives voices to issues that affect older adults. The Coalition facilitates networking and information exchange among members that provides the structure and leadership for collective advocacy, education, and public policy work. More information is available at <https://nccoalitiononaging.org/>.

Job Overview: The Executive Director is a full-time employee responsible for overseeing the day-to-day administration and management of the NC Coalition on Aging. The Executive Director reports to the Board of Directors.

Location of Job: This is primarily a remote position. The Executive Director needs to be available to do in person work in Raleigh and travel to surrounding areas as needed.

Duties and Responsibilities:

- Provide staff support to the Coalition's Board of Directors and help ensure that it works in an efficient and effective manner.
- Responsible for supervision of part-time program staff and contractors as needed.
- Take the lead in ensuring that the Coalition has a clearly defined mission and goals and with the Board work to develop and implement a strategic plan that will carry out efforts to further this mission and goals.
- Develop resources sufficient to ensure the financial health of the Coalition including overseeing fundraising and developing other revenues necessary to support the Coalition's mission.
- Plan, with the guidance of the Board, to ensure the implementation of Coalition events and activities including the monthly meetings, the annual meeting and luncheon, and the annual Day at the Legislature.
- Send members timely communications as needed and compile and disseminate information at least monthly about aging related matters, including developments at the state and federal level and policy and programming initiatives, and provide action alerts when members need to act on legislative or policy issues.
- Responsible for maintaining a high level of visibility in the news media and social media.

- Research and develop written materials such as fact sheets relative to key issues or critical issues impacting older adults and their families in the state.
- Provide guidance to the Board and to Coalition members in the development of policy and programmatic decisions such as the identification of legislative priorities for the Coalition.
- Register as a lobbyist and represent the Coalition as feasible and appropriate in matters before state government administration, the NC General Assembly, and the U.S. Congress.
- Represent the Coalition at meetings and on relevant committees/advisory groups as needed.
- Develop collaborative relationships with agencies, organizations, and groups to help further the work of the Coalition.
- Carry out administrative functions to keep the Coalition operating effectively and efficiently on a day to day basis including:
 - ✓ membership management such as member recruitment and routine membership communications,
 - ✓ financial management and oversight,
 - ✓ database and operational system mechanics,
 - ✓ marketing and communication efforts, and
 - ✓ compiling and submitting reports and required documents relative to being a 501(c)3 and lobbying entity.
- Provide support to members as feasible and appropriate such as making presentations to constituent groups, providing technical assistance on aging related issues, and making referrals to other appropriate resources.

Qualifications:

- Bachelor's degree in Gerontology, Public Administration, Social Work or a related human service field with five years of experience relevant to job functions.
- Experience working for or in collaboration with non-profit organizations.
- Strong understanding of the aging landscape, including knowledge of issues impacting older adults and those who work with them, and the health and human service delivery system.
- High level strategic thinking and planning.
- Ability to complete administrative and logistical tasks needed to make the Coalition operate effectively.
- Experience in fundraising and grant writing.
- Experience with lobbying, coalition and relationship building.
- Knowledge of the political environment, the legislative process, and advocacy strategies and techniques.
- Strong financial management skills.
- Good written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

- Comfort with Microsoft Office suite, QuickBooks and willingness to learn new systems.
- Recognition of and commitment to the importance of diversity in all its forms.

How to Apply: Submit a cover letter and resume to Mary Bethel, Chair of the Coalition's Board of Directors at: mmbethel72@gmail.com. The deadline to submit your interest is **October 14, 2024**.