

Date Posted: 06/06/12

University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING

- Job Title:** Care for Elders Executive Director
- Employer/Agency:** United Way of Greater Houston (fiscal sponsor for Care for Elders)
- Job Description:** Care for Elders is a partnership of organizations dedicated to informing policy and influencing community practice in order to increase access to services, enhance the quality of care and improve the quality of life for older adults and family caregivers in Harris County, Texas. Care for Elders is currently seeking an Executive Director to provide vision and leadership to the partnership in the development and implementation of new strategies that ensure high quality services and effective systems are available to meet the needs identified in the community.
- The United Way of Greater Houston in partnership with the Governing Council of Care for Elders is seeking an Executive Director with leadership, vision and passion to engage community partners in developing collaborative efforts to address critical issues faced by older adults, and pursue funding and other resources to allow implementation of plans. The Executive Director will position the partnership to serve as a catalyst for systems improvements, inform and influence policies that effect older adults, enhance the practice of local organizations and service providers and be a viable source of information and data about local older adults and their needs. The successful candidate will have a demonstrated track record in community-level, strategic leadership and non-profit operations, including resource development. A compensation package commensurate with education and experience is offered.
- Reporting directly to the Governing Council and Vice President of Community Impact at United Way of Greater Houston, the Executive Director has primary management and leadership responsibility for Care for Elders, including financial viability, planning, budgeting and resource management; daily operations; strategic initiatives; and

stakeholder relationships.

Key Roles and Responsibilities

- Provides overall leadership and vision to the work of Care for Elders; assumes administrative responsibility for working with the Governing Council and staff to ensure the partnership's consistent fulfillment of its mission and associated project and financial objectives
- Pursues opportunities to address community aging-related challenges through a partnership approach; convenes and engages key stakeholders in all aspects of the partnership's work
- Provides support to the Governing Council as it fulfills its leadership responsibilities
- Recruits, hires and supervises staff as agreed upon with the Governing Council, and in keeping with the United Way of Greater Houston's human resource policies
- Provides strategic leadership to the development of program, organizational, and financial work plans for the partnership; provides oversight to the implementation of the partnership's work plan and evaluation of its priority strategies
- Serves as the primary spokesperson for the partnership; representing the partnership's programs and viewpoints to other agencies, organizations, and the general public; conducts outreach to inform members and the broader public of activities, projects and accomplishments of CFE
- Ensures sound working relationships and cooperative arrangements with member and non-member organizations to achieve project goals
- Prepares and monitors the partnership's budget; ensures compliance with United Way of Greater Houston and other funders' guidelines
- Leads resource development activities to sustain, enhance, and expand Care for Elders work, including its infrastructure and pilot projects; completes all required narrative and budget reports for funding sources

Critical Skills Required

- *Leadership and Management* – must support and promote CFE mission and goals, possess strong strategic thinking capacity, and have the ability to motivate and inspire others; should be able to develop relationships with local and national partners; requires the ability to successfully facilitate groups and build consensus among partners; knowledge of aging issues and engagement with local

aging efforts preferred

- *Communication and Professionalism*– must be a good listener and able to speak and write in a clear, concise, and compelling manner; must present a positive and professional image of CFE
- *Interpersonal and Teamwork* – must be able to work effectively and cooperatively with others; and gain trust and respect from colleagues, peers, partners and senior management

Education and Experience

- Minimum of five years of strong leadership experience including active involvement with and /or leadership of a collaboration
- Successful experience in non-profit operations focused on community-based programs. Preference for programs meeting needs of older adults.
- Track-record with resource development including securing grants and contracts
- Knowledge and experience with local, state and federal policy and advocacy activities preferred
- Masters degree preferred, relevant fields include Social Work, Business Administration, or Public Health

Supervisory Responsibilities

Director of Access and Coordination Initiatives and Director of Quality and Workforce Initiatives

Salary/Hours: Full time

Employer/Agency: United Way of Greater Houston
Address: 50 Waugh Drive
City, State, Zip: Houston, TX 77007

Application Method: Interested candidates should send an introductory letter of interest, resume and recent salary history to: Patti Halladay at patti@intersourcerecruiting.com

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at

mswjobs@sw.uh.edu with the hiring details of your new job opportunity.

Thank you