

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)

**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](mailto: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](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***