



**Chief Executive Officer  
Manchester, MO (63011)**

**General Description:**

- Serves as Chief Executive Officer of the agency and administers policies set by the Board of Directors. Advises the Board regarding funding sources, laws, regulations, and the possible impact of these on current and future agency activities
- The CEO is responsible for providing strategic leadership for the agency by working with the board of directors and the executive management team to establish long-range goals, strategies, plans, and policies
- Responsible for advocacy and engagement at local, state, and national levels
- Provides leadership and management to ensure that the mission and core values of the agency are put into practice consistently
- Spearheads the development, communication, and implementation of effective growth strategies and processes
- Collaborates with the executive management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the growth and objectives of the agency
- Ensures that the agency operates within the requirements of all federal, state, and agency regulations and policies
- Approval authority for all personnel actions, budget, and planning activities
- Issues standing instructions or procedures in regular administrative, operational, logistic, and financial transactions
- Establishes credibility throughout the organization and with the board as an effective developer of solutions to business challenges
- Motivates, leads, and evaluates a high-performance management team; attracts, recruits, and retains required members of the executive team; promotes mentoring as a cornerstone to management development
- Fosters a success-oriented, accountable environment within the agency
- Recommends annual Area Plan and revisions to the board
- Develops and prepares recommendations for Board of Directors consideration, including all agency policies and procedures with implementation following Board Approval
- Serves as director **of Aging Ahead** Foundation
- Works with related local, state, and federal agencies to implement, improve, and expand programs for the older population
- Acts as an advocate for the older population
- Maintains a positive attitude about the agency and upholds the agency's mission during work-related and non-work-related interactions with the public and other staff
- Provides a collaborative and respectful environment that welcomes and encourages diversity, inclusion, and equal access to opportunity for employees and participants
- Performs other duties as the board may direct



### **Qualifications:**

- Education and Experience: Master's degree in social work, business administration, and/or related field from an accredited university plus 10-15 years of experience in a position(s) with increasing responsibility in the areas of supervisory and organizational development. Experience in the field of aging preferred.
- Knowledge, Abilities, and Skills: Must have knowledge of and experience with federal, state, and local government and their laws, rules, regulations, policies, and operations as they pertain to aging and disability services. Ability to devise and install such management practices and methods as appropriate for the agency's effective and efficient functioning. Skilled in organizational development, personnel management, budget and resource development, and strategic planning. Ability to communicate effectively, orally and in writing, with all stakeholders. Working knowledge of Microsoft Office Suite or similar system.
- Physical Demands: This is a largely sedentary role; however, some filing is required, which would require the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary.
- Other: Must have a valid driver's license, dependable transportation, and automobile insurance as required by the State of Missouri. Local, out-of-the-area, and overnight travel will be expected.

### **Benefits Package:**

- Annual Salary Range: \$135,000 - \$150,000
- Medical, PPO or HSA
- Dental & Vision
- Excellent retirement savings plan with agency-matching contributions
- 14 Paid Holidays & 17 PTO days
- Life Insurance with buy-up options
- Employer paid short-term disability
- Employee Assistance Program

Submit your cover letter and resume via Indeed or email H.R. Specialist Laura Reich at [lreich@agingahead.org](mailto:lreich@agingahead.org)

***In-person interviews are preferred***

***Travel expenses for interviews will not be reimbursed***

***The closing date for applications is Friday, February 28<sup>th</sup>***

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