



RECRUITMENT PROFILE

Client: FiftyForward
Position: Executive Director
Location: Nashville, TN

CLIENT SUMMARY

FiftyForward supports, champions and enhances life for those 50 and older. As the premier provider of innovative programs and services for older adults and their families, our 62+ year old nonprofit is supported by a dynamic leadership team of staff, volunteers and community partners.

Established in 1956, FiftyForward annually impacts the lives of more than 20,000 individuals – older adults, children and families in Middle Tennessee. Through seven lifelong learning centers and a variety of programs in Davidson and Williamson counties, FiftyForward provides myriad opportunities for adults 50 and older to get involved with the community, secure needed community resources, to volunteer and to simply live their lives to the fullest.

Financial support for FiftyForward is diverse, including grants from governments and foundations, the United Way of Metro Nashville, the United Way of Williamson County, special events and campaigns, cash or in-kind contributions from individuals, as well as through the FiftyForward Endowment.

At our locations, members participate in hundreds of educational and wellness programs. We also provide needed assistance to those wanting to stay in their homes through our Living At Home Services, and we offer exceptional volunteer opportunities. Moreover, we have an outstanding performing arts program through the Senior Center for the Arts, and our FiftyForward Travel program conducts trips at home and abroad throughout the year. FiftyForward has 70 full-time and part-time employees and has approximately 2,500 volunteers serving 20,000 individuals on an annual basis.

For more information please visit our website at www.fiftyforward.org

POSITION SUMMARY

Under the direction of the FiftyForward Board of Directors, serves as the Executive Director. Plans, administers and evaluates the agency's comprehensive programs and services. Develops and maintains volunteer and staff resources necessary to accomplish organizational short and long-term goals which achieve the mission of FiftyForward.

PRIMARY ACCOUNTABILITY AND RESPONSIBILITIES

AGENCY COMPETENCIES

Integrity and Trust - Our staff members act with integrity by keeping confidences, being accountable, taking responsibility and not misrepresenting our roles. We are committed to building trust in our relationships. Our corporate values guide us in all actions.

Passion for the Mission - Our staff is focused on and dedicated to meeting the expectations of internal and external customers. The FiftyForward brand and mission guide our work and decisionmaking. We are committed to continuous improvement.

Teamwork - Each employee is a valuable member of the FiftyForward team and contributes to the overall success of the agency. We collaborate and communicate openly and honestly to solve problems, respect each other, learn from one another, grow in our respective roles and contribute to strong morale throughout the organization.

Technical Skills - Our staff is committed to possessing the skills needed to best perform in his/her position. As needs and resources change, staff will seek and engage in learning opportunities to improve their skills and strengths.

JOB SPECIFIC COMPETENCIES

Ethics and Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

Fund Development - Proactively ensures that the organization develops strong, long-term relationships with large-scale individual, foundation, and corporate donors/funders. The Executive Director will personally build and maintain key relationships to ensure the fund development strategy is achieved.

Managing Vision and Purpose - Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate all stakeholders.

Motivating Others - Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important.

Political Savvy - Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organizations function; anticipates where the land mines are and plans his/her approach accordingly.

Strategic Agility - Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihood; can create competitive and breakthrough strategies and plans.

Composure - Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

Interpersonal Savvy - Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; can diffuse even high-tension situations comfortably.

Priority Setting - Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

Business Acumen - Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, and information affecting his/her business and organization; knows the competition; is aware of how strategies and tactics work in the marketplace.

CORE RESPONSIBILITIES

1. Manages and administers the policies, programs and procedures of FiftyForward as determined by the FiftyForward Board of Directors.
2. Works with the Strategic Planning Committee, staff, volunteers and participants to develop long range plans for the organization.

3. Coordinates planning and evaluation of the overall management and operation of FiftyForward through the staff and volunteer leadership teams and appropriate committees and task forces.
4. Supervises the preparation of and monitors FiftyForward budgets, including operation, government and United Way budgets.
5. Manages effectively FiftyForward resources including property, facilities, equipment and materials.
6. Supervises and evaluates key staff in the performance of their principal goals, objectives and responsibilities. Staff supervised includes Executive Leadership Team Associate, Associate Executive Director of Supportive Services, Associate Director of Finance and I/T, Associate Executive Director of Active Aging and Facility Management, Communications Director, and Development Director.
7. Provides overall direction for human resources functions including hiring, evaluating and terminating exempt and non-exempt staff; training for staff through in-service training, seminars and conferences.
8. Staffs the following committees: FiftyForward Board of Trustees, Executive, Strategic Planning and Leadership. Attends other organizational committees as necessary.
9. Participates in local, state and national networks to strengthen services for senior adults and increase visibility for FiftyForward.
10. Works with the Development Director, volunteers and program staff to secure funding required to accomplish agency goals. Devotes approximately 25% of time to direct contact with donors including cultivation, solicitation and stewardship visits and activities.
11. Serves on Board of the Senior Center for the Arts/DBA The Larry Keeton Theatre.
12. Performs other duties as necessary.

WORK REQUIREMENTS

Education – Bachelor’s degree required; graduate degree preferred.

Experience - A minimum of ten years’ experience in nonprofit organizations including responsibility in operations, personnel supervision and management, fund development, communications and program development, prefer five years or more experience as an Executive Director in a nonprofit social services organization; must be computer proficient, prefer experience in Microsoft Office 365.

Special skills - Excellent verbal and written communication skills; skilled and effective presenter in varying situations; ability to maintain positive working relationships with staff, volunteers, agency participants and the public; proven leadership ability; demonstrated knowledge of strategic planning concepts; good organizational skills; knowledge of legal and funding source requirements for non-profit organizations; prefer background in issues of aging; budgeting and marketing skills; recognized community leader. Proven track record in overseeing a successful capital campaign(s).

EQUAL OPPORTUNITY EMPLOYMENT

This company offers fair and equal employment opportunities for everyone regardless of race, color, creed, religion, sex, age, national origin, ancestry, citizenship, sexual orientation, marital status, disability, veteran status or any other basis protected by local, state or federal law. We recruit, process, and assign all applicants based on their qualifications for the job, and we do so without regard to any factor unrelated to their ability to fulfill job requirements.

Applicants should submit a letter of interest and a current resume to:
FiftyForward Search Committee
c/o Center for Nonprofit Management
kyla@cnm.org