



JOB DESCRIPTION

Executive Director

Organization overview:

The concept for the Arizona Caregiver Coalition (ACC) was formed in 2008 with volunteers who operated a caregiver resource line. Dedicated and continuous support from the Arizona Division on Aging and Community Service resulted in the formation of a 501 (c) 3 nonprofit organization in March 2014. The organization offers a statewide resource line, respite service programs, AmeriCorps opportunities with a continuing focus on bringing together caregiver programs to assist family caregivers of all ages. Currently there are three full-time and one part-time paid staff as well as student interns. The office is located at 1717 W. Jefferson, Phoenix, AZ. Please visit azcaregiver.org.

Essential Duties and Responsibilities:

1. The Executive Director (ED) serves as chief executive of the ACC organization and, in partnership with the ACC Board of Directors, is responsible for the success of the ACC.
2. Responsible for management and day-to-day operations in accordance with the direction and policies established by the Board of Directors.
3. Implements policies and procedures applicable to administrative functions and guidelines to meet the needs of the organization.
4. Implements the ACC strategic plan to determine efficiency and provide direction for ongoing and new projects.
5. Provides the leadership role in the continuing development of the Arizona Family Caregiver Plan which has included the formation of a strategic plan committee and is now moving toward action and implementation. Directions include, but not limited to, analyzing the community needs of family caregivers, self-identification, resource availability, and identifying existing programs.



Arizona Caregiver Coalition

— Serving the Needs of Arizona Caregivers —

6. Monitor and justify the budget for the organization, including maintaining related financial records. Exercise responsibility for contracts, i.e., accounting, etc.
7. Continue a close working relationship with the Department of Economic Security (DES), who is a major funder.
8. Write, review and/or approve all grant applications, public and private, to ensure they accurately reflect organizational goals and objectives.
9. Participates in community organizations providing leadership and communicating the need for community partnerships.
10. Enhances the organization through public relations and marketing approaches that assist the public in understanding the organization's role in the community.
11. Performs related duties and functions as may be delegated or required.

Education and Experience:

Education: A minimum undergraduate degree with a major in business, public administration, organizational management, social work, gerontology or related field.

Experience: At least 5 years in administration or management within a nonprofit or human service organization.

Benefits:

- Salary Range: \$54,000-\$62,000
- Vacation: up to 80 hours per year after introductory period of 3 months
- Medical leave: up to 40 hours per year after introductory period
- Health Benefits: Reimbursement for individual monthly medical premium (amount determined annually by the Board of Directors)

If you would like to apply for this position, please submit a cover letter and resume to info@azrespite.org . Submit requested information by Monday , May 8, 2023.