



## **Aging and Disability Resource Center – Executive Director**

The Aging and Disability Resource Center (ADRC) is a nonprofit organization serving Broward County's senior residents, age 60 or older. The ADRC is administered by the Areawide Council on Aging of Broward County, Inc.

The Aging and Disability Resource Center of Broward County plans, develops, coordinates, and evaluates programs; funds services; and is the prime advocate for residents of Broward County, Florida, 60 years of age or older. offering services in Broward County seniors, persons with severe and persistent mental illness, ages 18 and over, their families, and caregivers.

### **FUNCTION**

Performs as the project director under the direction of the Board of Directors of the Areawide Council on Aging; performs work in planning, developing, and directing the Area Agency on Aging/Aging and Disability Resource Center (ADRC); works with the Department of Elder Affairs and with public and private agencies at the local and state level; provides active leadership in the field of aging in the program area; offers ongoing technical assistance for the Advisory Council; participates in the planning and development of the Area Plan; represents the Area Agency on local and State Boards; oversees and sets policy for administrative unit; directly supervises Fiscal Director, Program Director, Planning Director, Mac/Medicaid Helpline Director; Community Coordinator, and Executive Secretary.

### **EXAMPLES OF WORK**

- Plans, prepares and makes recommendations to the Board of Directors on policies, standards, organization of the program including the Affirmative Action Plan and Personnel Policies.
- Coordinates in such areas as community organization, health, mental health, housing, public information, senior centers, safety and crime prevention.
- Takes the lead role in developing a fundraising plan including the yearly Fair Share Processes and follow-up with municipal and County Government to help assure receipt of Fair Share Matching Funds.
- Informs the Board of Directors of local activities and operating needs.
- Represents the Board of Directors and the ADRC as an advocate with other national, regional and state agencies and organizations in the administration of the ADRC Program.
- Participates in conferences to discuss and formulate policies, programs, methods and procedures.
- Coordinates meetings with leadership of other aging network service providers.
- Responds to media inquiries relative to social and political issues concerning the elderly.

## **ACCOUNTABILITY**

Is responsible to the Board of Directors.

## **QUALIFICATIONS**

A Master's Degree from an accredited college or university in such fields as education, gerontology, public administration, community organization, institutional management, or social work administration. In addition, five years of responsible, full-time paid employment in the field of gerontology, administration, community organization, social work, a minimum of three of which must have been in an administrative or supervisory capacity. Experience, with aging programs, may be substituted for the Master's Degrees.

## **TO APPLY**

Please email cover letter, resume and professional references to [ADRCApplicant@gmail.com](mailto:ADRCApplicant@gmail.com).

Closing Date: 2/22/19.

### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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