

EXECUTIVE DIRECTOR OPPORTUNITY AT CARQUINEZ VILLAGE (half time)

Carquinez Village is a nonprofit organization that connects members and volunteers with the resources needed to remain active and independent with each other. We are a “virtual village.”

Founded in 2017 as a grassroots neighborhood organization, our members are 60 years of age and older and reside in the Benicia/ Vallejo area. We have grown to 125 members and over 70 volunteers giving direct service to members with others working in the background to maintain the village, with a growing number of community partners and supporters.

The village is seeking a collaborative leader with a passion for our mission of assisting older adults where they live as part of a vibrant network with choices of services and activities; and educational, social, and cultural programs. This is a part-time remote position; however, the successful candidate will be required to attend some meetings in person.

The primary focus of the Executive Directory is on activities that ensure the growth and stability of Carquinez Village, particularly in fundraising, operations management, and executive leadership. The Executive Director must generate sufficient funds to cover salary after the first two years and ideally to increase the position to full-time within that time frame.

FUNDRAISING AND MARKETING

- Guide and work closely with the board and the marketing committee in the creation and implementation of fundraising strategies to create Village fiscal solvency.
- Oversee fundraising strategies to secure revenue and meet objectives in the strategic plan and annual budget particularly to research grant opportunities and prepare proposals, reports, and deliverables of grants.

OPERATIONS AND FINANCIAL MANAGEMENT

- As chair, provide direction, communication, and oversight to the Operations Committee to ensure the smooth functioning of Village operations.
- Serve as the point person to the Board regarding overall Operations and report as a standing agenda item at board meetings.

EXECUTIVE LEADERSHIP

- Work with the Board of Directors in developing and implementing goals, objectives, policies, and priorities for the organization and develop strategies to support the organization's sustainability in the critical areas of volunteer-run operations, fundraising and marketing, and partnership development.
- With the president, prepare agenda for board meetings and retreats and ensure that materials are disseminated in advance of each meeting
- Partner with board leadership to develop criteria, priorities, and processes for board recruitment.
- Apprise the board of operations needs and successes in a timely manner.

Qualifications

- Management or leadership experience with a nonprofit organization preferred.
- Excellent communication and interpersonal skills required.
- Organizational, time-management and problem-solving skills needed.
- Ability to lead and direct others.
- Excellent attention to detail
- Knowledge of grant writing and evidence of success
- Some knowledge of different computer programs
- Event planning capabilities

The salary range for this part-time position is \$35K to \$40K

Please email resumes to: info@carquinezvillage.org by May 19th, 2023