



**Executive Director**  
**Central Vermont Council on Aging**  
Barre, Vermont

Central Vermont Council on Aging (CVCOA) is seeking a seasoned leader and manager to lead the organization and build on its exceptional record of providing excellent service to older Vermonters.

**The Organization**

Incorporated as a not-for-profit in 1980, CVCOA is one of five Area Agencies on Aging in Vermont, and serves the 54 towns of Central Vermont: in Washington, Lamoille, Orange, and Washington Counties, as well as the towns of Bethel, Hancock, Granville, Pittsfield, Rochester, Royalton, Sharon and Stockbridge. Last year, 10,000 older Vermonters (age 60+) benefited through the services of CVCOA. CVCOA contracts with 12 nutrition program partners to prepare home-delivered and congregate meals. Other partnerships include 14 senior centers that provide wellness programs and address social isolation, and many other entities that provide services in the healthcare space.

Our Vision: A World Where Aging is Honored.

Our Mission: Support Central Vermonters to age with dignity and choice.

Our Values:

- Respect and Empowerment; Community Involvement; Ethical Actions; Compassion; Supportive Workplace; and Stewardship.

Our Services:

- Options Counseling: Counselors listen to clients in order to learn of their goals for long-term support and help them explore the options that make it possible.
- Case Management: We work closely with seniors and family caregivers over the long term to develop and implement care plans.
- Health Insurance and Medicare Counseling: Specialists provide guidance on Medicare and other health insurance options.
- Family Caregiver Support: We provide the tools to assist caregivers of older Vermonters.
- Food and Nutrition Services: Senior centers and other meal sites provide nutritious home-delivered and community meals.
- Volunteer Services: We connect people who wish to volunteer to provide assistance to older people in their community.

The organization is governed by an 11-member board of directors made up of private, public, and nonprofit sector leaders. CVCOA has 32 staff and an annual operating budget of approximately \$4 million. Work is performed at their office located at 59 N. Main Street in Barre, Vermont.

For a complete description of CVCOA's programs and services, visit [www.cvcoa.org](http://www.cvcoa.org).

## **Accomplishments**

- CVCOA was awarded an Aging Innovation Award for “Caregiver Teas.”
- CVCOA received “Rising Star in the Workplace” award.

## **Organizational Direction and Priorities**

The incoming executive director will succeed a long-term executive director of CVCOA, who worked for the organization in various capacities for 30 years, 16 of them as its director. This is both an exciting and challenging time for CVCOA. CVCOA has a great reputation among its stakeholders and the public. The board is strong and committed to and involved with the organization. Board leadership recognizes that the future will demand deeper revenue sourcing, specifically through an effective and high-functioning fund development effort in order to allow for building capacity in anticipation of an ever-increasing need. The new executive director has the opportunity to shape the future for CVCOA’s programming, staffing needs, overall structure, and delivery of service. Board and staff see programming as important and are open to exploring growth in this area.

Priorities for the next 12-18 months include:

### **Operational**

- Build and strengthen accomplished leadership team and partnership with the board which encourages a culture of leadership and delegation.
- Keep operations stabilized while orchestrating institutional change.
- Conduct an intensive analysis of all departments and make immediate changes where appropriate.
- Evaluate and make recommendations for changes in infrastructure (technology, systems, and processes) to sustain current work and support future growth.
- Continue to build staff morale through relationship building and active listening.
- Expand unearned income by a minimum of 20 percent annually for the next three years.
- Sustain positive relationships with providers and current supporters (including government departments and legislators) and develop short- and long-term plan for expanding resources.

### **Strategic**

- Initiate and complete by November 2021 a strategic review and, at a date mutually agreed with the board, a strategic plan that addresses how best to continue to provide CVCOA’s excellent service to older Vermonters.
- Make recommendations for business model adaptation post-COVID.
- Work with the board to support board self-assessment and development.
- Develop/refine performance measurements and procedures for capturing and reporting progress in growth in capacity to serve older Vermonters.

## **The Position and Key Responsibilities**

CVCOA is seeking an executive who will partner with the board and staff and lead the organizational change process to build on past accomplishments and further expand the impact of providing critical services to older Vermonters in CVCOA’s service area. Reporting to the board of directors, the executive director will provide leadership to the organization and manage its day-to-day affairs. The executive director will also be responsible for working closely with the community, cultivating financial and other support, managing the programs and overseeing paid and volunteer staff. Key responsibilities include:

- Provide overall strategic leadership and vision to CVCOA in partnership with the board.
- Provide leadership to and key involvement in fundraising.
- Nurture and expand the organization’s key external relationships

- Provide advice, counsel, and support to the board of directors and help maintain and fully engage a powerful board.
- Manage the organization's resources and ensure fiscal responsibility and security.
- Oversee the programs, business operations, and finances through a leadership team, and build and lead the entire organizational team.

## **Experience and Attributes**

*Ideal candidates for this position will bring a variety of experiences and attributes to CVCOA, including:*

- Passion for CVCOA's mission and values, including commitment to addressing the needs of older Vermonters.
- Proven leader and manager with experience in building and leading a management team and staff through change processes.
- Demonstrated networking skills and ability to sustain and build partnerships and collaborations.
- Success as a fund and resource developer.
- Compassion, integrity, and ability to relate to people of varied economic, racial, ethnic, and religious backgrounds.
- Strong written and verbal communication skills for internal and external communications.
- Experience working or serving on or with boards of directors of not-for-profit and/or for-profit organizations.
- Entrepreneurial and focused, with experience motivating, directing, and organizing people and projects with limited resources.
- Financial management skills, including responsibility for developing and managing budgets.
- Bachelor's degree (advanced degree preferred) in Business Management, Nonprofit Management, or related area.
- Computer literate and proficient in Microsoft software.

Compensation will be competitive and commensurate with experience. Benefits include: health insurance contribution; fully paid dental and vision insurances; PTO; paid holidays; EAP; 403(b) contribution.

## **Application Process**

To apply, send a cover letter, resume, and salary requirements by email to: [jdf.vermont@gmail.com](mailto:jdf.vermont@gmail.com) **with the subject line—Last Name, CVCOA**

## **Search Schedule**

Review of resumes begins March 2021. Search is open until position is filled

***CVCOA IS AN EQUAL OPPORTUNITY EMPLOYER.***