



## Executive Director Washington, DC

### About Iona

Iona Senior Services is a vibrant and innovative nonprofit organization that directly helps over 3,500 older adults and families with the challenges and opportunities of aging in the greater Washington D.C. area each year. Since 1975, we have educated, advocated and provided community-based programs and services to help people age well and live well. Iona's robust and growing suite of services includes consultation, care management and counseling, adult day health care, active wellness programs, support groups, classes, home-delivered meals, information and referral and much more. For more information about Iona, please visit [www.iona.org](http://www.iona.org).

Iona is fortunate to have a Board, staff and community of committed supporters. Iona's longtime Executive Director is retiring from her current position, and the Board of Directors is embarking on a search to find its next leader.

This is an exciting new chapter in the organization's history. The organization has a healthy financial outlook, and strong relationships with long-term funders. Iona actively engages stakeholders while cultivating new partners and developing new revenue streams.

### The Role

The Executive Director, reporting to the Board President, provides the leadership, strategic vision and operational management to carry out Iona's mission to support older adults who experience the challenges and opportunities of aging. The incumbent establishes, leads and prioritizes a sustainable fundraising program to ensure Iona's financial stability and fund the organization's program of work.

The Executive Director grows Iona's programs and services to meet the pressing needs of a highly diverse senior population within the Washington, DC community. The incumbent creates innovative programming that reflects the rich, cultural diversity of the client population, and seeks to maintain the health and well-being of participants within the multiple family/support structures and economic strata that exist. The Executive Director engages the Board, stakeholders, leadership and staff in regular strategic planning to help achieve social equity for all involved parties and operationalize the plan to ensure both program and financial goals are met or exceeded.

### Responsibilities

- ✦ **Executive Leadership:** Provides overall executive leadership to Iona, ensuring that the organization's governance, operations, programs, funding and community advocacy/outreach, fulfill, promote, and enhance the organization's mission and goals. Ensures that Iona maintains premier organizational standing in the larger DC community as a top-tier provider of services to older adults and family caregivers.
- ✦ **Governance and Strategic Planning:** Collaborates with the President of the Board of Directors and Committee Chairs to plan Board meetings and activities and assist in the recruitment of Board

members. Collaborates with leadership, staff and the Board to advance Iona's strategic plan that reflects the organization's strategy over a period of time to meet changing social/environmental considerations and other challenges that affect designated client groups. Works with each Board member individually to best use their skills and expertise on the Board and encourage giving to Iona at their best gift level. Works with the Board of Associates to best use their talents and support to further Iona's mission. Develops the motivation and capacity of the Board of Directors and Board of Associates to engage in and support fundraising. Helps to recruit new qualified members of the Board and Board of Associates, including those who reflect the overall composition of the community served, and takes into consideration board and non-profit experience, professional skills, community influence, fundraising potential, and Iona's commitment to diversity, equity and inclusion, etc.

- ✚ **Programs and Services:** Oversees and grows Iona's programs and services to ensure that strategic goals and objectives are being fully met; provides leadership for program development and identification of funding sources for programs; seeks opportunities for Iona's programs to serve as models or demonstration projects within the larger community. Seeks out opportunities to grow and adjust business goals with changing needs in the community, and in service to unique identity groups consistent with Iona's commitment to diversity, equity and inclusion. Work to bridge the gap in program accessibility "East of the Anacostia River" by nurturing and growing the newly opened (2020) adult day health center in Ward 8. Cultivate partnerships in other Wards and Maryland suburbs for potential future growth in senior service delivery. Ensures strong relationships with DC Government partners that serve as major funders of Iona services.
- ✚ **Funding:** Maximizes use and positive impact of Benevon model of sustainable fundraising. Continues to maximize support from the Washington, DC government and philanthropic sources. Seeks out and cultivates individual donors to join multi-year giving society and give at their most generous levels. Develops philanthropic partnerships and seek new institutional funders. Grows earned income from programs and services.
- ✚ **External Communications, Community Outreach and Advocacy:** Serves as the key external spokesperson and representative of Iona to the larger community. Positions Iona as a leader in the community, advocating to improve the quality of life for older adults, across multiple diversity groups, living in Washington, DC. Expands Iona's impact "East of the Anacostia River" and in other underserved areas of the District. Oversees and participates in Iona's advocacy work. Seeks strategic collaborations or partnerships to enhance services and increase Iona's impact.
- ✚ **Leadership and Staff Oversight:** Guides, directs and manages Iona's leadership and staff and ensures high quality performance management. Collaborates with leadership to create and sustain an inclusive workplace culture that enhances talent recruitment and retention. Oversees a staff of approximately 70 (plus contractors) including direct supervision of the Sr. Director of Programs, Sr. Director of Initiatives and Operations and the Directors of Finance and Development and Communications.
- ✚ **Finance and Administration:** Oversees a budget of approximately \$7m. Provides executive oversight and management on all financial, accounting and audit functions of the organization. Works closely with the Board of Directors, Director of Finance and Accounting, and leadership to ensure that financial operations of Iona follow nonprofit best practices and are fully compliant. Works with the Board Treasurer to routinely discuss financial matters that impact the organization, and plan for Finance/Administration and Board Meetings. Oversees development and management of budget, finances and assets. Ensures that annual budget is prepared for timely approval by the Board of Directors and that accurate and timely reports are made to Iona's leadership, funders, and government agencies. Oversees and maintains systems of internal controls to safeguard financial assets of the organization. Oversees the coordination and activities of independent auditors,

organization-wide, ensuring the preparation of the annual financial statements is in accordance with GAAP, federal and state (District of Columbia) regulations. Ensures that overall operations management is efficient and cost-effective and all government program requirements are met. Oversees Information Technology, Human Resources and Administration infrastructures.

## **Requirements**

Iona is seeking a dynamic Executive Director with 15+ years of progressively responsible experience in a for-profit or nonprofit executive role (with preference for some nonprofit experience ideal). Undergraduate and/or graduate degree in social services, gerontology, nonprofit management, business management or a related field strongly preferred.

### *Experience*

- ✦ Successful candidates must have experience in executive leadership, governance and strategic planning, fundraising, programs and services, community-based service delivery and management with government funding, external communications, community outreach and advocacy, staff oversight, and finance and administration. Ability to successfully lead and grow both programs and administrative operations functions.
- ✦ The incumbent will have a strong understanding of a nonprofit organization with government, foundation, corporate, individual donor and fee revenue sources. Understanding of the District of Columbia Department of Aging and Community Living preferred.
- ✦ Must have a passionate commitment to and respect for the mission of Iona, meeting the needs of older people in the community, and advocating for older adults and family caregivers. Ability to advocate and drive change at the local level.
- ✦ Proven track record of successful fundraising (if applicable), building sustained relationships with funders, clients/customers, and donors and developing strategic partnerships with other organizations to implement program innovations. Understanding of major gift fundraising, with the ability and enthusiasm to involve and solicit supporters for current and planned gifts. Experience with the Benevon model of sustainable fundraising desired.
- ✦ Experience as a public spokesperson, advocate and representative. Excellent verbal and written communication skills; polished presenter with ability to inspire and engage a variety of audiences.
- ✦ Experience developing Board leadership and facilitating implementation of nonprofit governance best practices.
- ✦ Working understanding of budgeting, financial management, data analysis. Seeks metrics, trend analysis, and projections. Capable of dissecting complex and ambiguous issues, analyze data, and draw insights to inform decisions. Skilled at translating complex concepts to employees at all levels of the organization.

### *Executive Qualities*

- ✦ Excellent executive presence, influence and coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions. Demonstrates an entrepreneurial spirit for growth of the organization. Has grace under pressure.
- ✦ Inclusive, approachable entrepreneurial leader who actively seeks and values the opinions of others from diverse perspectives as decisions are made.
- ✦ Flexible and approachable leadership style, with ability to effectively manage difficult situations or unexpected challenges.
- ✦ Ability to think strategically and act tactically. Understands ambiguity and can work autonomously. Superior critical thinking skills, including the capacity to identify and appropriately assess and order

competing interests and priorities.

- ✦ Ability to manage diverse team of leadership and staff, building strong and collaborative internal teams. Experience driving diversity, equity and inclusion initiatives.
- ✦ Provides opportunities for growth and development to ensure a range of diverse candidates for increasingly responsible roles.
- ✦ Demonstrate an effective and flexible management style that encourages creativity, growth, collaboration, problem solving, open communication and accountability.
- ✦ Strong personal creativity, strategic judgment, vision, and appreciation for diversity of opinions; ability to listen and learn from others to implement the best ideas.
- ✦ Impeccable integrity and good judgement.

### **Application Process**

Iona has a robust benefits package which includes health, dental, and life insurance, vacation and a 403(b)-retirement plan. Compensation is commensurate with experience. Expand HR Consulting (EHR) has been retained to conduct the executive search. To apply, please submit your letter of interest and resume to EHR, Erica Raphael: [eraphael@expandhr.com](mailto:eraphael@expandhr.com).

Iona is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.