

## Duet | Executive Director

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### *Position Description*

<b>Last Updated:</b>	April 2019
<b>Title:</b>	Executive Director
<b>Supervisor:</b>	Board President
<b>Position Description &amp; Scope of Work:</b>	The Executive Director is responsible for the overall direction and leadership of Duet and its services, including planning, financial management, administration, community relations, staff supervision, management of day-to-day operations, oversight of volunteers, and board development.
<b>Key Responsibilities:</b>	<p>Board Governance</p> <ul style="list-style-type: none"> <li>▪ Work with the Board President to plan impactful board agendas.</li> <li>▪ Work closely with Board Development Committee to cultivate and recruit new board members.</li> <li>▪ Responsible for communicating effectively with the Board and for providing in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.</li> </ul> <p>Financial development and oversight</p> <ul style="list-style-type: none"> <li>▪ Develops resources sufficient to ensure the financial health of the organization.</li> <li>▪ Responsible for the fiscal integrity of Duet, to include submission to the Board of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization.</li> <li>▪ Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.</li> <li>▪ Accountable for providing leadership and vision for the implementation of the organization’s annual sustainable funding plan.</li> </ul> <p>Execute the strategic vision</p> <ul style="list-style-type: none"> <li>▪ Work with the Board of Directors to develop and maintain a strategic plan that moves Duet’s mission, vision, and values forward.</li> <li>▪ Ensure that the board-approved strategic plan goals and objectives are achieved.</li> <li>▪ Provide strategic oversight to all programming.</li> <li>▪ Develop strategic partnerships with entities that may help advance Duet’s mission.</li> </ul>

	<p>Communications and Public Relations</p> <ul style="list-style-type: none"> <li>▪ Responsible for the enhancement of Duet’s image by being active and visible in the community and by working closely with other professional, civic, and private organizations.</li> <li>▪ Keep abreast of service-related trends and research, and serve as a go-to expert in aging services.</li> <li>▪ Provide strategic oversight of the communications plan.</li> </ul> <p>Staff Leadership</p> <ul style="list-style-type: none"> <li>▪ Lead and develop senior leaders to manage critical organizational functions.</li> <li>▪ Create a culture of transparency and communication throughout the organization.</li> <li>▪ Proactively address challenges in the internal and external environment to protect organization’s interests.</li> <li>▪ Oversee strategic staff goal-setting and evaluation process.</li> </ul>
<b>Highest Priority Personal Attributes:</b>	<ul style="list-style-type: none"> <li>▪ Visionary leader with ability to mobilize staff, volunteers, and other current and potential partners-in-service into action.</li> <li>▪ Big picture, strategic thinker with the ability to develop long-range goals and create an implementation plan to achieve those goals.</li> <li>▪ Self-starter with ability to manage multiple priorities, juggle multiple tasks, and work independently as well as part of a team.</li> <li>▪ Strong budget management skills including budget preparation, analysis, decision-making, and reporting.</li> <li>▪ Strong organizational abilities including planning, delegating, program development, and task facilitation.</li> <li>▪ Ability to convey a vision of Duet’s strategic future to staff, board, volunteers, and donors.</li> <li>▪ Knowledge of fundraising strategies and donor relations unique to nonprofit sector.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Ideal candidate will have 7-10 years of nonprofit or business management and supervisory experience.</li> <li>▪ College degree in social work, nonprofit management, business, or related field; master’s degree preferred.</li> <li>▪ Ability to work evening and weekend hours as occasionally required.</li> <li>▪ Experience preferred with Word, Excel, and Access.</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Flexible work environment</li> <li>▪ Health and life insurance</li> <li>▪ Retirement plan contributions</li> <li>▪ Vacation, sick, personal time, and holiday time off</li> </ul>
<b>About Duet:</b>	<p>Duet’s vision is a community where every person ages with compassion, dignity, and hope. It’s mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, faith communities, and grandfamilies.</p>
<b>To Apply:</b>	<p>Please email cover letter, resume, and salary requirements to <a href="mailto:career@duetaz.org">career@duetaz.org</a></p>