

Job Announcement

Chevy Chase At Home (CC@H) is seeking an Executive Director to lead this vibrant and well-established community-based aging-in-place village. CC@H is a non-profit, volunteer-driven organization for seniors in the Chevy Chase area that keeps seniors active in the community and connected with one another and with neighbors of all ages. CC@H provides a myriad of services including transportation, cultural, educational and social opportunities, and activities to stay fit that support their ability to live at home. CC@H is governed by a Board of Directors, has an active committee structure and has a committed corps of volunteers who deliver services to the members.

The Executive Director's duties include but are not limited to:

- Coordinating volunteer services for members, helping recruit and vet new volunteers, and maintaining a database of volunteers and services
- Maintaining a strong relationship with current members and supporting the recruitment of new members.
- Coordinating the production of direct mail efforts, producing and distributing email communications including e-blasts, forum postings and announcements of events.
- Serving as the primary contact for the organization and promoting the organization to government agencies, other non-profits, the media and other entities
- Developing opportunities with donors and grantors to facilitate fundraising efforts including coordinating grant research and writing
- Working with appropriate communities and volunteers, coordinating social and, educational programs as needed and providing support for member-generated activities
- Providing administrative support to the organization by ensuring that financial statements, annual government filings, and other Corporation correspondence are submitted and filed on a timely basis; handling general administrative tasks such as bank deposits, insurance, and purchase of office supplies; managing the work of any other employees, agents or vendors; and managing volunteers working in the office setting and remotely
- Facilitating the work of the Board by participating in regular meetings of the Board, attending committee meetings at Executive Director's discretion, and providing regular reports to the Board and committees
- Keeping abreast of changes to county or state laws that may affect the organization.

Skills required include:

- Attention to detail
- Good time management skills
- Excellent communication skills
- Excellent interpersonal skills
- Ability to work with volunteers and members

- Ability to work with officers and Board of Directors
- Good organizational skills

Experience and Education

Experience working with a community-based, volunteer- driven organization and an understanding of issues related to aging is preferred. Educational requirements include a minimum of a bachelor's degree in a related field. This is a 30-32 hour/week position.

Send resume and cover letter to president@chevyCHASEHOME.org no later than July 15, 2019.