

AGING **best**

JOB TITLE: Director of Advocacy & Network Development

REPORTS TO: Chief Program Director

SUPERVISES: Community Education & Training Specialist, Fund Development Coordinator, Network Coordinator, Volunteer Services Manager

FLSA CLASSIFICATION: Exempt

JOB SUMMARY: This position is responsible for the overall leadership, management, coordination, and supervision of advocacy efforts, network development, and volunteer coordination.

ESSENTIAL JOB FUNCTIONS:

- Oversees the development and management of timelines for fundraising activities to ensure plans and critical fundraising processes are carried out in a strategic and timely manner, the planning and execution of special fundraising events, and the identification and solicitation of corporate, community, and individual prospects in support of Aging Best's fundraising activities.
- Oversees coordination of community educational and enrichment events throughout the Aging Best Service Area (Topics including but not limited to Caretaking, Life Transitions, Combating Social Isolation, Reframing Aging, Social Determinants of Health, Medicare Education, Exercise Health and Wellness, Protection from Abuse and Neglect).
- Oversees the recruitment, orientation, matching, and training of volunteers for agency activities and projects, development and maintenance of databases of volunteer activities and agency volunteer needs, completion of monthly and annual reports on all agency activities that utilize volunteers.
- Oversees recruitment, training, and supervision of contracted workers, employees, volunteers, and designated service providers/partners to build a fully coordinated and integrated network of programs and services.
- Researches and identifies community needs and collaborates with leadership team and community providers to create new programs and identify new evidence-based programs to address those needs.
- Assists with the development and oversight of new grants, contracts, and partnerships.
- Performs additional related duties as assigned. Attends meetings and training activities as directed by supervisor.

- Observes and adheres to funding source and agency rules, regulations, policies, and procedures in conduct of work activities, including EO policies and handles confidential information with tact and discretion in compliance with applicable HIPAA and privacy regulations and requirements.

OTHER RESPONSIBILITIES:

- Promotes awareness of agency through public speaking and networking with other community, regional and state organizations.
- Participates as a member of Aging Best Leadership Team to establish agency goals, new initiatives, and policies. Updates Executive Team on program activities.

PREREQUISITES:

Education: A bachelor's degree in social work, psychology, nursing, administration, or related field is required.

Experience: Minimum 3-5 years' experience in a supervisory position is preferred. Demonstrated ability to motivate, guide and collaborate with staff. Additional experience that demonstrates high integrity leadership, initiative, budget and financial management skills, organizational abilities, case management theory, group facilitation and training techniques are preferred. Job requires extensive knowledge of and use of computers.

Physical: Reliable and predictable attendance is expected and needed for this job. Moderate physical activity is required. Requires ability to be mobile and operate a motor vehicle. Subject to repetitive motions such as typing. Requires extensive communication skills and the ability to be understood by others.

Travel: Requires moderate amounts of travel within the region, and occasional travel outside of the region. Must have current motor vehicle operator's license, proof of automobile insurance and reliable transportation.

Legal: Aging Best conducts criminal background records check, a motor vehicle driving record check, sexual predator's list check, and Missouri Employee Disqualification List check as a condition of employment. A pre-employment drug screen may also be required.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Nor shall it be construed as a long-term or contractual commitment and is subject to change at any time. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods or otherwise to balance the workload.

Aging Best fully adopts, by policy, fair employment practices (EEOC) and avoids any unfair treatment or discrimination in employment-based policies or practices as related to race, color, religion, national origin, ancestry, disability, gender, age, or genetic information. Aging Best fully subscribes to the ADA (Americans with Disabilities Act) effective January 26, 1992 and will comply with its provisions.

I have read and understand the job description outlined above. By signing this job description, I commit to fulfilling the job duties as described and verify that I am able to perform this job as outlined by the physical prerequisites listed. I will support the policies and mission of Aging Best.

Employee Signature: _____ Date: _____