

Executive Director – Crater District Area Agency on Aging

Crater District Area Agency on Aging (CDAAA) is seeking a highly skilled and mission driven professional to serve as its next Executive Director. CDAAA provides a range of services that benefit senior citizens in South Central Virginia. The area includes the counties of Dinwiddie, Greensville, Prince George, Surry, and Sussex and the cities of Colonial Heights, Emporia, Hopewell and Petersburg. The Executive Director reports to the agency's Governing Board.

CDAAA programs in Fiscal Year 2012 included: providing 26,700 congregate meals; 53,639 home delivered meals and 34,640 transportation trips to medical facilities, grocery shopping, and meal centers. Additional services included Long Term Care Ombudsman; legal assistance; elder abuse prevention; disease prevention, social/recreation program, Virginia Insurance Counseling Program, Foster Grandparents Program, RSVP, and a Weatherization program.

The Director provides leadership and vision in planning services, coordinating community programs, developing new initiatives and fundraising. The Executive Director must work effectively with the Board of Directors, elected officials, local governments, advisory council, advocacy organizations, agency staff, volunteers and older individuals and families receiving services. The Executive Director is responsible for administration, personnel and financial management including the monitoring of programs and subcontractors.

The successful candidate will be expected to possess a Bachelor's degree from an accredited college or university with a major in business or public administration, gerontology, social work or a closely related field. A Master's degree is preferred. Strong written and oral communication skills and public relations skills are critical. In order for CDAAA to provide effective and efficient programs and services, the successful candidate must have experience and knowledge of basic principles and professional practices in planning and public administration. In addition candidates should have a minimum of 5 years of progressively responsible administrative or supervisory experience in either a public or private agency. Travel will include visits to service sites and contractors throughout the area and travel to Richmond and other areas of the state as necessary for meetings and conferences. The starting salary is \$90,000 – \$100,000.

CDAAA is an Equal Opportunity Employer. Qualified older persons are encouraged to apply for this position.

Applicants must submit resumes by Noon on Wednesday, May 15, 2013. Send resumes to: Crater District Area Agency on Aging, Post Office Box 6003, Petersburg, Virginia 23805.