



## **POSITION ANNOUNCEMENT**

### **Release Date**

September 3, 2024

### **Position Title**

Executive Director/Consultant

### **Status**

Part-Time, 25 hours/week. Reports to the Deaf Seniors of America Board of Directors, “DSA Board”

### **Term of Service and Salary**

The term of a contract of employment will be for one year and shall be on a part-time basis of no more than 25 hours per week. The selected candidate will be hired on a consultant basis at an annual salary of \$50,000, subject to contract renewal at the discretion of the DSA Board.

### **Location**

Selected candidates are expected to work remotely. Any in-person presence requirements as may be required by the DSA Board will be fully funded by DSA, subject to prior Board approval.

### **Organizational Description**

The Deaf Seniors of America is a dynamic nonprofit whose mission is to serve as an advocate for deaf seniors by providing information and educational programs designed to enhance their physical, economic, and social well-being; and to otherwise promote the common interests of deaf seniors.

### **Organizational Goals for 2025**

- In collaboration with the Board and/or committee under the direction of the DSA Board, conduct an organizational strategic growth plan for the next three years that is designed to create a staffed organization capable of providing an array of needed services to deaf seniors.
- Build relationship with AARP to increase AARP’s commitment and support for DSA.
- Create a sustainable funding and organizational structure to increase DSA overall financial health, including conducting fundraising initiatives designed to sustain the Executive Director position on a longer-term basis after the end of contract period.
- Conduct 2025 conference planning efforts in conjunction with the Kansas City Conference committee and the DSA Board, and attend the Conference in the capacity as Executive Director.
- Carry out projects/tasks as directed by the DSA Board.

## **Job Summary**

The Executive Director of DSA is responsible for leading and overseeing the organization's strategic direction, program development, fundraising efforts, and daily operations pursuant to the above organizational goals for 2025. This position serves as the public face of the organization, advocates on behalf of the organization before any legislature, and collaborates closely with the Board of Directors, volunteers, and supporters, to advance its mission and vision.

## **KEY RESPONSIBILITIES**

### **Strategic Leadership**

- Develop and execute a strategic vision for the organization, in collaboration with the DSA Board.
- Work with the DSA Board in developing and implementing long-term and short-term objectives.

### **Program Management**

- Maintain working knowledge of areas of the law and emerging issues related to the mission (elderly service needs, Older Americans Act, AARP, Medicare, etc.) and thorough knowledge of non-profit management and development.
- Ensure program effectiveness and quality, including meeting all requisite performance measures.
- Maintain official records and documents and ensure compliance with federal, state, and local regulations.

### **Fundraising and Financial Management**

- Develop, manage and maintain sound financial policies and operations for the organization, in coordination with the DSA Board.
- Develop and execute a comprehensive fundraising strategy to secure financial support from diverse sources, including grants, donations, and events.

### **Advocacy and Public Relations**

- Function as a prominent advocate for deaf elderly's rights, people of color, and gender equity.
- Build and maintain strong relationships with community partners, stakeholders, and policymakers.
- Represent the organization in media, public speaking engagements, and conferences.
- Serve as the subject matter expert for organizational and service needs for deaf seniors.

### **Board Engagement**

- Collaborate closely with the DSA Board, providing regular updates and reports.
- Assists and collaborates with the DSA Board in policy and compliance matters.

### **Preferred Requirements**

The successful candidate should possess dynamic leadership skills, with thought-provoking

insights, deep passion, and a strategic mindset. This individual will play a pivotal role as an advocate for the DSA embodying the organization's mission and values.

- Strong understanding of the law's impact on deaf seniors (or seniors with disabilities) and a demonstrated commitment to access to justice and equity.
- Experience in an organizational leadership or director role, preferably in nonprofit management.
- College degree preferred. Applicant may substitute 5 years of experience in leading or managing organizational and strategic development activities for non-profit sector entities
- Demonstrated ability to build, lead, manage, and develop proficient and diverse teams.
- Demonstrated ability to work with coalition partners, donors, activists, and policymakers.
- Experience in fundraising, including grant writing and donor cultivation.
- Experience in budget development implementation and supervision of financial operations.
- Excellent communication, advocacy, and public speaking skills, with an ability to translate complex information for broader audiences.
- Background in legislative and executive-level public policy advocacy. Demonstrated understanding of public policy issues and processes.
- Ability to maintain confidentiality and exercise sound judgment in the handling of advocacy, supervisory, and management activities.
- Possesses computer literacy and familiarity with computer programs.
- Willingness to travel as required.
- Ability to work evenings and weekends when necessary.

*Note: Applicants do not need to possess all of the above qualifications. Research shows that women and people of color are less likely to apply for jobs where they do not meet all of the qualifications. If you meet most of these qualifications, please do apply.*

### **Benefits**

At this time, DSA does not have any benefit package. The DSA Board will address the provision of benefits in a compensation package in the future.

### **Submission Requirements**

In order to be considered for this position, send a cover letter, resume, related materials, and three references via email to: [search@deafseniors.us](mailto:search@deafseniors.us).

### **Submission Deadline**

Application submittal deadline: 9 PM PST, October 11, 2024