



LITA (Love is the Answer) of Marin
Executive Director
Job Description

THE ORGANIZATION

LITA (Love is the Answer) of Marin, is a 36 year old non-profit organization committed to taking the lonely out of aging. LITA friendships bring happiness, support and companionship to otherwise lonely lives.

The mission of LITA is to improve the quality of life for persons living in skilled nursing facilities, residential care facilities, and retirement residences throughout Marin by providing volunteer visitors. LITA promotes friendships that lessen isolation and loneliness, and increases public awareness of the needs of residents of long-term care facilities.

EXECUTIVE DIRECTOR OVERVIEW

Responsible to the Board of Directors (the Board) in all aspects of management and functions of LITA. Follow directives from the Board as well as informing and advising the Board in fulfilling its fiscal and governance responsibilities to achieve LITA's mission.

Comply with all federal, state, and local regulatory and statutory requirements for operating a non-profit organization.

SUMMARY OF KEY RESPONSIBILITIES

1. Fiscal Development

Initiate, oversee, and coordinate all fund raising and development activities. Develop new funding sources while maintaining and growing existing sources. Draft and submit all grant proposals. Produce donor reports as needed. Maintain donor database.

2. Planning and Program Development

Develop plans to promote LITA's mission. Advise and assist the Board in policy development. Develop plans based on policy decisions of the Board. Implement Board policies and decisions.

Attend Board and committee meetings as appropriate. Identify and propose to the Board Chairman and committee chairs agenda items to assure the orderly consideration of strategic and operational issues. Prepare Board packets and supply any necessary background information to enable decision making at Board meetings. Work with the Board to develop short and long range goals.

Maintain strong programs to fulfill LITA's mission. Develop and oversee recruitment and retention of LITA volunteers. Suggest any needed program changes for Board consideration. Keep abreast of trends relating to LITA's mission and inform the Board.

3. Fiscal Management

Monitor and maintain the fiscal health of LITA. Oversee timely backup of data. Produce payroll, payroll taxes, accounts payable, and financial statements as necessary. Work with the Board Treasurer to produce an annual budget and monitor receipts and expenditures during the year. Oversee timely filing of all corporate documents and income tax returns.

4. Personnel Management

Recruit, hire and maintain a competent and motivated staff, directing them and being responsible for their activities. Make recommendations to the Board for salary and benefit adjustments. Complete yearly performance reviews. Comply with all federal and state employment laws.

5. Liaison, Public Relations, Community Awareness and Education

Promote and represent LITA at meetings with government, private agencies, and other community organizations. Plan and coordinate LITA participation in community activities. Maintain a positive public image of LITA and LITA's programs for donors, clients, peers, and the general community. Establish strong contacts within the senior agencies network and volunteer community. Make presentations to relevant constituencies and groups to educate the public concerning LITA's mission and to secure volunteer and community support. Coordinate public relations activities for LITA and prepare appropriate press releases and other media outreach.

Oversee and expand LITA's use of social media and technology. Cultivate donors through the use of Facebook, LinkedIn, Twitter, and others as needed. Obtain email addresses for our donors and targets, and develop a donor database that can be used to send electronic newsletters, requests for donation, etc.

6. Other

Fulfill other necessary duties as required by the Board. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

To be considered as an applicant:

- **Email Resume and Cover Letter in two documents in confidence to:**
bill.strawbridge@pacbell.net
- Please put **LITA Executive Director Search** in the Subject line
- **All documents must be submitted online and in .doc or .pdf format.**
- **Position open until filled**