



Executive Director

Little Falls Village, Bethesda, Maryland

Little Falls Village (LFV) is seeking an **Executive Director**. The Executive Director oversees the coordination and administration of all aspects of LFV activities and office operations. This position reports to, and is supervised by, the LFV President. The position requires a minimum 30-hour work week. The work will primarily be performed at the **Little Falls Village (LFV)** office, with occasional weekend and evening hours required for events and meetings.

LFV is a volunteer-driven neighborhood nonprofit membership organization bringing the resources of the community together to help senior residents live independently in their homes, allowing them to “age in place.” The LFV service area is defined by the neighborhoods along the Massachusetts Avenue corridor in Bethesda, Maryland (the 20816-zip code area). A Board of Directors oversees the finances and operation of the Village.

Job Summary

The Executive Director is the paid staff person for the Village. The position reports to the Board of Directors and takes direction from its President. The Executive Director oversees day-to-day operations. The primary responsibility is to ensure that all services and programs are provided to members by volunteers, in a timely, professional, and efficient and compassionate manner. The Executive Director oversees administration, outreach, community relations, volunteer recruitment and assignments, new service development, membership recruitment and retention, and Village programs and services.

The Executive Director implements the strategic direction provided by the Board of Directors and implements Village policies and procedures as set by the Board. The Executive Director attends Board meetings as a non-voting member. S/he represents the Village in the community and the press. The Executive Director works with the Board to ensure long-term financial viability of the Village, through fundraising, membership recruitment and retention and through responsible stewardship of the annual budget.

Qualifications:

- High energy, creative problem solver with passion and vision for fulfilling the LFV mission.
- Empathy for and desire to work with and on behalf of seniors.
- Excellent oral and written communication abilities with strong organizational and administrative skills.
- Self-starter with good judgment in prioritizing tasks.
- Customer service orientation with ability to be warm, tactful, diplomatic, and patient with stakeholders.
- Experience in management, fundraising, marketing, program development and evaluation, and non-profit community organizations a plus.
- Must be flexible and willing to collaborate as well as to delegate; willing to fundraise.
- High integrity and commitment to keeping member and donor records confidential.
- Experience with and success working with volunteers and non-profit Boards of Directors.

- Knowledgeable and comfortable using standard computer programs and databases including Microsoft Office, Excel, Quickbooks.
- Multi-tasking, analytical and problem-solving skills required.
- 3 to 5 years' experience gerontology, human services, social work or aging services preferred.
- Minimum Bachelor's Degree required.
- Must have valid driver's license and automobile.
- Individuals who have retired and are seeking an encore career are strongly encouraged to apply.

Compensation:

Salary is in the mid-40's. LFV offers paid vacation and sick leave.

To apply:

Interested candidates should email a cover letter and resume to board@littlefallsvillage.org with "Executive Director" in the subject line. Applications will be accepted until the position is filled.

The detailed position description can be found [here](#)

www.littlefallsvillage.org