



Executive Director Position Profile

January 2023

Organization and Position Overview

Eras Senior Network (Eras) is a community-centered nonprofit organization serving Milwaukee and Waukesha counties, whose mission is to engage and support seniors, adults with disabilities, and family caregivers in leading meaningful lives. Our programs reduce isolation for seniors and mobilize volunteers to make important contributions to community needs. Eras is the result of a successful 2007 merger between the Retired and Senior Volunteer Program (RSVP) of Waukesha County, which started in 1977, and Interfaith Caregiving Network, incorporated in 1991. Seniors aged 60 and over, and adults with disabilities, are supported by volunteers of all ages to help them maintain their independence. Eras provides services free of charge. More than 2,000 caring volunteers make these services possible! We provide services such as weekly friendly phone calls, transportation to medical appointments or grocery shopping, and seasonal yard clean-ups. Transportation is the most requested service, and the program coordinates over 20,000 rides to medical appointments, the grocery store, and food pantries each year. RSVP is part of a national movement of senior volunteer service programs called AmeriCorps Seniors. Eras RSVP volunteers respond to critical needs in Milwaukee County and Waukesha County including education, transportation, nutrition, healthcare, and social isolation. Eras' vision is to become THE nonprofit leader in creating communities where seniors and adults with disabilities are fully embraced through collaborative partnerships, coordination of services, and intergenerational volunteer activities.

Eras is currently seeking its next Executive Director who will be a flexible, thoughtful, authentic leader who blends the organization's successful histories with the needs of the future. Reporting directly to the board, they will lead in a transparent manner, and are ultimately responsible for celebrating Eras' culture, operation of programs, procurement and management of fiscal resources, supervision of staff, and provision of quality, relevant services to the community. With the President, the Executive Director enables the Board to fulfill its governance function and facilitate the optimum level of information exchange between staff management and the Board. The Executive Director will direct and formulate the plan for achieving Eras' philosophy, mission, strategy, annual goals, and objectives. Eras is excited to welcome a new leader who embraces our values of ownership, accountability, and responsibility, and who is ready to learn with us as we improve our commitment to Justice, Equity, Diversity, and Inclusion in everything we do.



To learn more, please visit us at: <https://www.eras.org> .

Essential Responsibilities

Personnel and Programs

- Oversee all areas of responsibility that ensure Eras' consistent achievement of its mission and financial objectives.
- Ensure that Eras' philosophy and its mission are pertinent and practiced throughout the organization.
- Support and lead an effective management and staff team while prioritizing succession planning.
- Maintain a culture that attracts, keeps, and motivates top-quality people — both paid and volunteer.
- Ensure that a long-range strategy is formulated and adopted, and that Eras achieves its mission in an appropriate and timely manner.
- Exercise situational leadership skills ranging from task management to strategic leadership.

Finances, Fund Development, and Compliance

- Effectively manage finances and provide accurate financial information, in conjunction with the Treasurer, to the board.
- Procure the resources required to maintain and sustain the mission and effectively steward those resources and relationships.
- Formulate and administer all major policies and procedures; Comply with all local, state, and federal legal requirements.
- Oversee the flow of funds to ensure steady progress toward goals, achievement of the mission, and that proper allocation reflects present and future potential.
- Foster an enhanced understanding of Eras' unique value and continue to connect the programs to potential donors and supporters.

Board of Director and Community Relations

- Cultivate a board that reflects the communities Eras serves and the skills and relationships needed to enhance impact.
- Inform the board and board president on the condition of Eras and factors that might impact the future.
- Actualize mutually beneficial collaborations with other programs, projects, and organizations.
- Represent Eras by participating in key associations and organizations, serving on committees and advisory groups, and speaking in public settings.
- Build positive relationships with partner organizations, policymakers, media, and more.
- Serve as the primary spokesperson for the organization and ensure transparent representation to its various constituencies.
- Involve each board member at an optimum level; Stimulate each to reach the highest potential as a board member; Ensure effective and efficient board committee structure.

Qualifications, Experiences, and Attributes

- Experience successfully maintaining relationships with diverse groups and individuals.
- Thorough understanding of the unique dynamics of leading a complex nonprofit organization.
- Possess significant knowledge of the field of subjects relevant to Eras.
- Effectively convey a passion for Eras' mission.
- Proven interpersonal skills that are reflected in an ability to interact with a variety of internal and external stakeholders.
- Proficiency in thinking and planning strategically on both organizational and systemic levels.
- Demonstrated commitment to the success of valued volunteers.
- Understanding of the dynamic and productive relationship between an Executive Director and their board of directors.
- Ability to plan and implement an annual and ongoing fund development program, including annual appeals and capital campaigns.
- Successful experience developing, monitoring, and projecting complex budgets.



Instructions for Applicants

Interested candidates should assemble a **letter** describing your qualifications for this position including, and why you are connected to Eras' mission; a detailed and updated **resume**, and the names of, your relationship to, and the contact information for, **three professional references**, combined into one document, and email to Eras@leadingtransitions.com no later than **1:00 p.m. CT January 26 , 2023**.

Please note: References will not be contacted until a candidate has been notified; All offers of employment are contingent upon clear results of background and reference checks; All inquiries about and interactions with candidates are kept in strict confidence; The position will remain open until filled.

Eras Senior Network is an Equal Opportunity Employer and offers a supportive and inclusive work environment. A focus on Justice Equity Diversity and Inclusion (JEDI) is a strategic priority for Eras Senior Network. Eras also prioritizes the awareness of ageism as a form of oppression, advocating for a population that is largely silent and unnoticed within discussions of equity and inclusion.

Eras offers its employees a wide range of generous benefits that includes paid sick days, accrual of PTO, paid holidays, paid life insurance and long-term disability. Eras also offers health insurance (organization pays a consolidated rate for a single premium, with family available with employee paying the additional premium), and employee-paid short-term disability, dental and vision insurance.

The salary range for this leadership role begins at \$95K and is evaluated annually.

Leading Transitions is committed to the vitality of mission-based, nonprofit, philanthropic and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any situation. We believe that periods of change are transformational and bring great new opportunities to communities. Leading Transitions actively seeks out candidates who bring a diverse variety of experiences and backgrounds.