

EXECUTIVE DIRECTOR

Established in 1978, Age Concern Bermuda is an independent, non-profit organization. Its mandate is to enhance the quality of life and promote the rights and responsibilities of older adults in Bermuda. The non-profit organisation provides knowledge, expertise and insight which helps frame public opinion and policy on issues pertaining to health care, insurance, long term care, residential standards, hardship and elder abuse. Qualifying Seniors receive financial support for groceries, prescription drugs, food and minor home repairs. Age Concern members also have access to information seminars, discounts and concessions from local businesses including but not limited to legal assistance, retirement and employment planning and home care support.

The Charity is presently recruiting for an Executive Director (ED) which presents an exciting opportunity for an individual committed to the wellbeing of our seniors community to join this dynamic organisation. The ED provides leadership, direction and guidance across all areas of the charity including policy and business development; operations; people management and community outreach. As the face of Age Concern, the successful candidate must be an excellent communicator, organized, resourceful, optimistic, creative and personally committed to fulfilment of the organisations' remit.

Key responsibilities include but are not limited to:

- The planning, organization, and direction of the organization's operations and programs.
- Developing and implementing consistent cost accounting policies, procedures, and operational reporting/metrics.
- Overseeing and reporting on the organization's results for the Board of Directors.
- Executing accurate and timely analyses that capture and communicate fundraising and program results, variances, and performance trends.
- Providing leadership to and management of the efforts of staff to ensure appropriate support is provided to all departments.
- Supervising the development of operations including approving major systems implementations related to the operations.
- Coordinating and leading annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management.
- Overseeing the recruitment and retention of a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for workers.
- Ensuring that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.

Education, Experience, and Licensing Requirements

- Bachelor's Degree in Finance, Accounting, or Management preferred
- Proven work experience as a Non-Profit Executive Director or similar role with at least five years of management experience and a focus on results-oriented, collaborative team leadership; human resource management; innovative problem-solving skills and the ability to encourage others to generate and share ideas
- Demonstrated success in raising funds including donor identification, stakeholder engagement; proposal writing; grant applications; personal appeals and relationship management is essential
- Solid financial management experience, specifically with the ability to prepare and manage budgets; cash flow forecasting and management of expenditures
- Expertise in developing and executing a business plan
- Strong written, verbal and presentation skills along with excellent judgment and decision-making skills coupled with excellent interpersonal skills with the ability to communicate across diverse populations.
- Attention to detail with a high level of accuracy and the ability to manage multiple priorities, tight deadlines and pressure situations
- Proficiency with Microsoft Office suite of products. Experience with a CRM / Database management system is preferred.

This role is ideal for an individual with a passion for advocacy and commitment to the mission and values of Age Concern Bermuda. Salary is commensurate with experience. Please submit your resume and employment references no later than **February 28th 2023** to: **Performance Solutions Limited**, Suite 350, 11 Bermudiana Road, Pembroke, HM08. Email: hr@psolutions.bm Ph: 441-232-5270.