

Executive Director - Interlakes Community Caregivers, Inc.

Interlakes Community Caregivers, Inc. (ICCI) is seeking an Executive Director. ICCI is a 501(c)3 non-profit volunteer organization that provides supportive services and community resource information to assist our neighbors in their daily lives. Services are provided by volunteers and include rides for medical and personal appointments, grocery shopping and other direct services free of charge. Services are available to residents of Center Harbor, Meredith, Moultonborough and Sandwich, NH.

The Executive Director is a 30 hour/week part-time position, with flexible hours to meet program needs.

Executive Director's Position Objectives:

- Develop and foster collaborative relationships with the community (including organizations, businesses, and individuals) to promote awareness of and support for Community Caregivers
- Plan, develop, implement, and manage fundraising programs, including our Annual Appeal
- Recruit volunteers, manage volunteer retention programs
- Direct and oversee all aspects of service delivery

Responsibilities:

In collaboration with the Board of Directors

- Responsible for networking with professional, civic, service and fraternal groups to enhance fundraising and recruitment
- Research and write grants
- Direct Annual Appeal

Volunteer Management:

- Identify and recruit volunteers
- Education, enrichment, and recognition of volunteers

Program Direction:

- Direct and supervise office staff
- Assure services comply with policies and procedures
- Collaborate with Board to establish policies and procedures
- Attend Board meetings and provide a written monthly report
- Ensure reporting of all federal and state requirements

Qualifications:

- Excellent leadership, communication and organizational skills
- Prefer experience in a not for profit organization
- Computer proficiency with Microsoft Office, Excel and QuickBooks
- Successful applicants must pass background checks for driving records, criminal history, and elderly and sexual abuse.

Benefits include 2 weeks prorated paid vacation leave, 10 days paid sick leave and 8 paid holidays.

Resumes with cover letter and references due by March 13, 2020, to ICCI – Executive Director Search, PO Box 78, Center Harbor, NH 03226 or email Office.Caregivers@gmail.com.