

# Missouri Council on Aging

## Executive Director

### *Job Description*

The Missouri Council on Aging (MCOA) is looking for an energetic, experienced, leader who can work with the Steering Committee to build an informed and inclusive state-wide entity that will advocate for the interests of all older Missouri residents. The Council envisions being an inclusive catalyst for change in policy and legislation for Missouri by representing the diversity of Missouri's population, including racial and ethnic diversity, age, income, sexual orientation, gender identity, disabilities, and region in which they live.

### **Overview of Organization**

A group of Individuals representing several foundations and organizations serving older adults came together in 2019 to begin development of a statewide advocacy network that connected to partners working in different regions throughout the state. Initial work focused on facilitating information sharing on statewide issues and legislation. Now MCOA partners are ready to move from an advocacy network that shares information and facilitates training to a more formally structured and established council.

MCOA is a non-partisan statewide network of organizational members and individual partners, representing diverse sectors involved with supporting older adults. The coalition is facilitated by an active Steering Committee, which also provides oversight and strategic direction. MCOA received financial support in 2019 to build the advocacy network and after two years of convenings, training, and regular advocacy update calls, MCOA is preparing to hire its first leadership position.

### **Job Summary**

This is a contract position for two years with a potential for extended employment based on funding. Under the supervision of the MCOA Steering Committee, the Executive Director is responsible for the overall direction of the organization and management of contractors. Core functions and tasks include:

#### **Administration**

*In partnership with Steering Committee:*

- Develop governance structure.
- Develop annual budget.
- Convene MCOA meetings, including preparing agendas, meeting notes and any follow-up.
- Maintain relationships with potential funders and develop new sources of funding.
- Assist with transitioning into a 501c3.

*Direct responsibility:*

- Direct supervision of all contractors. Coordinate dissemination of information with contractors.
- Work with Steering Committee to develop financial policies and procedures in coordination with fiscal agent.
- Develop technology and software infrastructure.

- Maintain current contact list of stakeholders.
- Create stakeholder asset and relationship database.
- Track monthly expenses, submit invoices, and prepare reports in line with fiscal agent's reporting requirements.
- Prepare grant proposals and grant final status reports with fiscal agent.

### **Evaluation**

*In partnership with the Steering Committee:*

- Develop long, intermediate, and short-term advocacy goals, strategies to achieve these, and a plan for evaluation.

### **Outreach**

*In partnership with Steering Committee:*

- Diversify and increase the number of members. This includes geographic and racial diversity and ensuring robust participation in the policy areas that affect older adults' lives (e.g., health, mental health, caregiving, safety, economic security, housing, etc.).
- Initiate on-going communication with stakeholders to maintain and expand their engagement.
- Make presentations to community groups and partners.

*Direct responsibility:*

- Manage a participatory process to develop an annual policy agenda.
- Create a recruitment strategy so that MCOA members can be engaged in cultivating members and partners through phone, face-to-face, email, etc.

### **Communication**

*In partnership with Steering Committee:*

- Create, implement, and facilitate communication strategies that includes traditional and social media, regular email communications, updating content on website, and annual reports.
- Facilitate the branding of the organization, develop key messages, and train key messengers/members and work with contractors to build website.
- Prepare reports and provide on-going communication with partners, funders, legislators, and MCOA members.

### **Advocacy and Education**

*Directly support and guide the related activities of the Program and Policy Committee and contractors:*

- Stay abreast of research on issues that could impact the work of MCOA.
- Develop relationships with state and national experts, attend relevant state and national conferences and meetings, as funding allows.
- Assure there are timely, accurate, relevant fact sheets or written products that effectively support MCOA's education and advocacy efforts.
- Assure goals and objectives of committee are being met.

*Direct responsibility for:*

- Attend relevant committee meetings.
- Meet with policy makers.
- Participate in coalition meetings on relevant issues.

**Qualifications and Skills**

Interest and ability to create organizational and membership infrastructure including creating internal processes, policies, and procedures to transition MCOA into a formal state-wide advocacy entity.

- Strong organizational skills required.
- Strong written and oral communication skills.
- Self-directed; have a willingness to own tasks and projects with minimal guidance.
- Ability to work with diverse stakeholders; good people skills.
- Strong listening skills.
- Ability to see the big picture, while being detail oriented.
- An understanding of advocacy strategies and coalition/partnership work.
- Interest in evaluation of work and continual improvement.

**Required Experience**

- At least 5 years of experience managing an advocacy organization or advocacy-related efforts.
- Experience as a leader in a coalition/partnership/grassroots efforts.
- Knowledge of the Missouri political landscape is helpful.
- Basic understanding of the impact of policy on older adults and caregivers.
- Master’s Degree with a macro focus, Business, Public Policy, or a related degree preferred.

MCOA and Philanthropy Missouri are equal-opportunity employers. MCOA is committed to diversity that includes the recognition that our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs, and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our regional character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military and veteran status, or other status protected by law.

**Location**

Hybrid; remote work with scheduled in-person meetings. Occasional travel within the state will be required. Philanthropy Missouri, whose main office is in St. Louis, serves as the fiscal agent for MCOA. The MCOA Executive Director can reside anywhere in Missouri.

**Compensation**

Starting range \$75,000 - \$95,000.

### **Application Information**

Please send a cover letter that includes why you are interested in this position. Include details on your background that demonstrates necessary skills and experience required to be successful in this position. Include a resume, references (with contact info), and rate requirements to Jamie Opsal, [Jopsal@Stlseniorfund.org](mailto:Jopsal@Stlseniorfund.org), by **December 16, 2022**.

**Please direct questions to Jamie Opsal either by email or phone; 314.535.6964, Ext 12 (office), 314.412.1914 (cell).**