

VerdeCares Associate Director
Reports to: Executive Director

POSITION SUMMARY:

VerdeCares Inc. is a 501(c)3 nonprofit corporation, serving the community needs of the Verde communities, by volunteer-led projects. The organization's aim is to improve the lives and maintain the independence of homebound individuals. VerdeCares seeks a professional to work closely with the Executive Director to manage operations to include planning, finance, human resources, development, and general business administration and engage with the community and partners.

RESPONSIBILITIES:

- Provides overall direction and management of VerdeCares in the absence of the Executive Director
- Assists Executive Director in developing and implementing goals and objectives of VerdeCares
- Assists Executive Director in developing and monitoring the strategic plan for VerdeCares to determine efficiency and provide direction for ongoing and new projects
- Support and advises ED in decision making
- Oversee reporting and monitoring on performance metrics
- Oversee risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements
- Develops and leverages relationships and collaborative partnerships with agencies, nonprofits, churches and the community
- Actively seeks out and develop sources of funding for the programs of VerdeCares, promotes the programs and serves as the key advocate for VerdeCares and its constituents within the community
- Enhance the organization through public relations and marketing approaches that assist the general public in understanding the organization's role in the community
- Assists the Executive Director in fund-raising events and campaigns
- Responsible for fundraising to include soliciting gifts from individuals and institutional donors; tracking grant and RFP deadlines and contributing to the development of proposals and reports; and developing and managing a pipeline of current and potential donors
- Work with the Executive Director and Accounting Manager to develop and maintain effective Human Resources practices including updating: recruitment, hiring and compensation; benefits administration and oversight; professional training and oversight; regulatory oversight and legal compliance
- Actively engage and energize VerdeCares volunteers, board members, event committees, alumni, partnering organizations, and funders
- Recruit and train volunteers, oversee and participate in volunteer screening, record keeping, and evaluation
- Supervise meal and volunteer transportation services
- Other duties as needed

VerdeCares Associate Director—Continued**Reports to: Executive Director****MINIUMUM QUALIFICATIONS:**

- Bachelor's preferably Master's degree in management, administration, or human services and/or 5+ years equivalent experience in related field
- Public speaking ability with excellent written and verbal skills
- Minimum 3 years' experience in education, corporate or non-profit management
- Demonstrated ability to develop and manage programs and services
- Proficient in Microsoft Office
- Strong public relations and/or fund raising experience
- Experience working with the elderly

PREFERRED QUALIFICATIONS:

- Background in business development
- Experience working with volunteer recruitment and supervision
- Experience and/or familiarity with social services and or health care
- Proven management and leadership capabilities
- Familiarity with the Verde Valley Community

SKILLS:

- Skilled in teamwork development and multi-tasking
- Ability to apply knowledge and experience with the needs of the elderly to implementation of volunteer programs
- Exceptional people skills, including the ability to interact effectively with a diversity of neighbors and volunteers
- Exemplary written and verbal communication skills, including the ability to speak in front of large groups
- Ability to convey passion for the needs of neighbors and for VerdeCares
- Demonstrated ability to develop and present clear training and safety programs and materials
- Ability to effectively supervise volunteers and staff oversight

VerdeCares is an equal opportunity employer. The company does not discriminate and will take affirmative actionable measures to assure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time.