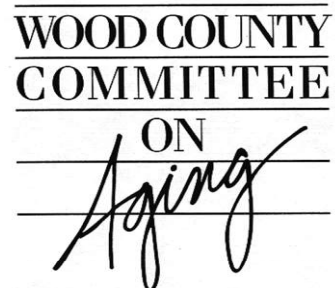


Wood County Committee on Aging, Inc.
140 South Grove Street
Bowling Green, Ohio 43402
(419) 353-5661
WCCOA@wccoa.net



Executive Director Vacancy Announcement

Open Date:	December 12, 2024
Closing Date:	January 31, 2025
Desired/Actual Start Date:	March 1, 2025
Position Title:	Executive Director of the Wood County Committee on Aging
Salary:	Full time. Salary is commensurate with education and experience. Full benefit package available
Location:	Bowling Green, Ohio

Description:

The Wood County Committee on Aging (WCCOA) is seeking a qualified professional to fill the open position of Executive Director. The WCCOA is a non-profit organization committed to providing older adults with services and programs which empower them to remain independent and improve the quality of their lives. The WCCOA consists of eight Senior Centers in Wood County Ohio (Bowling Green, Grand Rapids, North Baltimore, Pemberville, Perrysburg, Rossford, Walbridge, and Wayne).

Primary Duties and Responsibilities (not listed in any defined order or priority but are requirements of the position):

The Executive Director of the WCCOA is responsible for providing leadership and oversight of all programs, services, and operations of the WCCOA to advance its mission and core values under the guidance of the WCCOA Governing Board of Directors and its policies.

1. Provide for effective and efficient operation of the agency.
2. Ensure compliance with all required human resource and labor standards.
3. Develop operating and capital budgets in conjunction with the Finance Director, submitting recommendations to the Finance Committee, as necessary.
4. Approve and submit reports, grant proposals, and requests for funds.
5. Direct and coordinate development of resources to ensure that services/programs and funding relationships are robust enough to meet or exceed strategic goals and objectives.
6. Provide information and resources that facilitate Governing Board business.
7. Provide overall direction/supervision for human resource functions.
8. Ensure the professional development of staff.
9. Review the organizational structure, policies, and procedures on an annual basis and adjust as necessary under the guidance of the Governing Board.

10. Promote services through community outreach.
11. Coordinate and collaborate with community partners to ensure services that benefit older adults.
12. Develop and maintain contacts with local, state, and national associations and governmental units.
13. Educate and advocate on behalf of older adults.
14. Attend approved conferences and workshops for professional development.
15. Perform duties as may be assigned by the Governing Board.

Minimum Qualifications and Essential Skills:

1. Must possess a bachelor's degree in Business Administration, Gerontology, Social Work, Public Administration and/or related field.
2. Must possess a minimum of five (5) years management experience in the field of aging.
3. Must have a proven record of working harmoniously with older adults as well as colleagues.
4. Must possess public relations/collaboration building, communications, and basic financial knowledge and management skills.
5. Must possess computer knowledge, skills, and proficiency.

Additional Minimum Requirements:

1. Must be eligible for bonding and insurable under agency policy.
2. Must possess a valid Ohio Driver's license with proof of auto insurance (state minimum).
3. Must meet the requirements contained in Ohio Administrative Code (OAC) (173-3-06.6 (B) (3). Compliance shall be reviewed not less than annually.
4. Must successfully complete Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01.
5. Must demonstrate fluency in English, both written and verbal.

To Apply:

Interested applicants apply by sending your resume to:
The Wood County Committee on Aging Search Committee
140 South Grove Street
Bowling Green, Ohio 43402

Visit our website for additional information (www.wccoa.net).