Position: Executive Director  
Reports to: Board of Directors  
Position Status: Exempt, Salaried; 40 hours/week  
Salary: $120,000–140,000 with Benefits  
Location: Position is based in Charlottesville, VA. Position requires M–F work onsite and occasional weekend and evening work.

About The Center at Belvedere

The Center is a nationally accredited, award-winning nonprofit organization that creates opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. With a budget of $2.8M and 25 dedicated and passionate staff members, we rely heavily on the power of over 400 volunteers and an engaged and active board. Since opening in 1960 (originally as the Senior Center), we have never stopped growing and evolving to meet the changing needs of older adults. Along the way, The Center has become a national model for senior health and independence and a vibrant community hub. Learn more about our work: Website, Strategic Plan, and 2022 Annual Report.

Position Summary

The Center seeks a dynamic and deeply engaged leader to guide the organization through a period of exciting expansion. The Center is “best in class” with an endless appetite for innovation and growth, and the Executive Director will activate the power of the organization to propel healthy aging initiatives to the forefront of community priorities and build meaningful and collaborative partnerships with other stakeholders who share our vision of healthy aging for all.

We are committed to creating an environment that is welcoming, just, equitable, and inclusive, without biases or discrimination based on differences of any kind. We are looking for candidates to join us in this effort; the only healthy environment is one that reflects and respects the rich diversity of the communities we serve.

Essential Functions

The Executive Director will provide leadership internally and externally to build support for The Center’s mission of generating positive impact in our community by creating opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. The Center is proud to be participatory and collaborative. We seek someone who is eager to have fun, focus on others, and cultivate a thriving culture. The Executive Director works in partnership with the Board of Directors and directly supervises a four-employee Leadership Team.

The Executive Director must be committed to creating an environment that is welcoming and inclusive, and that reflects and respects the rich diversity of the communities we serve.
Board Relations and Development

- Work with the Board of Directors to develop strategic and annual organizational goals and objectives, and organizational policies, plans, and procedures for attaining goals.
- Educate and energize Board members in their roles as strategists, fundraisers, policymakers, and ambassadors.
- Communicate effectively with the Board, providing all information necessary for it to make informed decisions.

Philanthropy and Resource Management

- Ensure a sustainable financial base for operations and growth through fiscal management and budget development while operating within the approved budget, ensure maximum resource utilization, and maintain a positive financial position for the organization.
- Ensure philanthropy activities, including grant applications and reports, special events, major giving, planned giving, annual giving, and corporate giving, meet short- and long-term objectives and adhere to all ethical standards.
- Oversee all aspects of special philanthropy campaigns, including active leadership in cultivating, stewarding, and soliciting leadership and major gifts; develop campaign strategies and goals in collaboration with Philanthropy Director.

Community Relationships and Partnerships

- Be an advocate in and around the community for healthy aging and serve as a voice for older adults in the region.
- Serve as the public face of the organization to represent, market, and promote The Center among various stakeholders in and around the community.

Internal Operations

- Lead The Center team in all functions of the organization, including, but not limited to, HR, administration, finance, organizational planning, communications, programming, facility management, information systems and technology, and philanthropy.
- Ensure all activities are aligned with mission and strategic objectives.
- Ensure the security and maintenance of The Center building, grounds, equipment, and furnishings.
- Oversee the operation of The Center’s onsite Greenberry’s franchise and management of leased property.

Staff Development and Culture

- Further The Center’s commitment to creating an inclusive, welcoming environment that attracts and retains a diverse team and membership that is reflective of the community we serve.
- Ensure management systems are in place for The Center’s effectiveness and efficiency.
- In conjunction with staff, establish individual and collective accountability for leadership at all levels of the organization.
- Responsible for the hiring, overall direction, coordination, development, evaluation, and retention of competent, diverse, and qualified team.
Program Development and Execution

• Oversee the strategic program planning process to identify programs that align with the organization’s mission and goals, working closely with staff, volunteers, and other stakeholders to ensure that programs are effective, efficient, and meet the needs of the organization’s constituents.
• Ensure programs and services meet community needs and align with the organization’s strategic plan.

Qualifications

While this position leads several key areas of our work, it is not our expectation that candidates have a mastery across all areas. Instead, we encourage candidates to apply who have self-awareness and humility around areas for professional growth and the motivation and drive to seek resources and learning opportunities to bridge any gaps.

• A genuine passion for working with seniors and the mission of The Center
• Minimum of five plus years in a senior management and/or administrative position in a business, nonprofit organization, foundation, or government agency
• Bachelor's degree or equivalent; an advanced degree strongly preferred.
• Administrative and supervisory experience, preferably in the aging, wellness, and/or philanthropy fields.
• Demonstrated ability as an adaptive, strategic leader who can envision and convey an organization’s strategic future to varied stakeholder groups.
• Ability to recognize and amplify the expertise of others.
• Exemplify a warm, outgoing, and compassionate personality.
• Ability to listen and to effectively communicate with The Center’s various constituencies and audiences, distilling wide and varied input with multiple stakeholder groups (e.g., volunteers, members, donors, board members, and community members) in a participatory culture of shared leadership.
• Previous success and a passion for establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers.
• A rigorous commitment to promoting diversity, equity, and inclusion in all aspects of The Center’s operation, programming, staffing, Board development, and community outreach.
• Excellent analytical and strategic planning skills, including the ability to read, write, analyze, and interpret complex financial reports and business reports, with the ability to make sound business decisions based on data and statistics.
• Prior experience scaling an organization to enterprise level utilizing effective change strategy and management.

Benefits

The Center offers a competitive total rewards package which includes:

Paid Time Off

• 3 weeks Annual Leave goes to 4 weeks after 2 years of employment
• 12 days Medical Leave
• 11 paid holidays

Retirement

• 403(b) employee volunteer contributions on start date
• Employer contributions eligible after 1 full year of service
  o 3% salary contribution to 403(b) by The Center
  o 50% of up to 3% of employee contribution matched

Medical

• Paid medical (90%) & dental (50%) insurance for employee
• Dependent added at cost to employee
• Paid Long Term, Short Term Disability, and Life Insurance (100%)

Professional Development

• Employees are encouraged and supported in their professional development focused on the future and growth of the employee and The Center.

Additional Benefits

• One complimentary day trip a year with The Center Travel Program for yourself and a guest
• Employees may use the equipped fitness room

All offers of employment at The Center at Belvedere are contingent upon clear results of a background check.

The Center supports a full, healthy life for everyone. We are committed to inclusion across age, race, gender, sexual orientation, religion, identity, physical and mental ability, ethnicity, experience, and perspectives, and to the equitable treatment and elimination of barriers of all forms at all organizational levels. Read full statement here.

To Apply

This position will remain posted until the job is filled. The preferred application deadline is July 17. Target start date is by October 30.

The Spark Mill is conducting The Center’s current search for this position. Submit the following in an email to jobs@thesparkmill.com. Include “The Center—Executive Director” in the subject line.

• Cover letter
• Résumé
• Three references (We will not contact references until later in the hiring process and will advise candidates in advance.)