



Job Description

Chief Operating Officer (COO)

Organization:

East Valley Adult Resources, Inc. is a multi-purpose organization with three active adult centers (Mesa, Red Mountain, and Apache Junction), one satellite location (Leisure World), senior housing complex, Outreach Services, Assistance for Independent Living, Home Delivered Meals, East Valley RSVP and a Foundation.

Position:

Reporting to the Chief Executive Officer (CEO), the Chief Operating Officer (COO) is responsible for leading and managing major program components which include three Active Adult Centers and the Community Services Division. She/he will review on an ongoing basis services being offered and develop new programs as needs emerge. The COO will inform the CEO and ultimately the Board of Directors of all program issues and accomplishments.

Responsibilities:

1. Provide effective leadership, as well as stewardship, of East Valley Adult Resources by being actively involved in all programs and services.
2. Ensure that all program activities operate consistently and ethically within the mission and values of the organization.
3. Lead, supervise and assist Program Directors (Active Adult Center Directors and Community Service Directors) to ensure to an overall effective and coordinated direction for the organization.
4. Ensure all United Way and public grant requests and associated reporting is completed in a timely manner by relevant Program Directors.
5. Provide ongoing assistance to the CEO to maintain his/her ability to properly govern the organization.
6. Assist in the development and monitoring of the strategic plan for the organization to determine efficiency and provide direction for ongoing and new projects.
7. Analyze the community needs of the 55+, resource availability, existing programs and a variety of the factors in determining appropriate program, service and activities provided by the organization.
8. Be involved, as appropriate, in community organizations providing leadership and communicating the need for community partnerships.

9. Enhance the organization through public relations and marketing approaches that assist the general public in understanding the organization's role in the community.
10. Assist in various aspects of fundraising and promote the East Valley Adult Resources Foundation.
11. Perform related duties and functions as may be delegated or required.

Qualifications:

- At least five years of professional experience in administration and/or management in social service programs preferably those serving older adults.
- Solid educational background including an undergraduate degree with a major in business, public administration, organizational management, social work, gerontology or related field. A Masters degree in one of the above mention areas is preferable.
- Strong relationship builder and communicator with experience in, leading work teams, developing organization-wide strategy for program services, engaging community partners and partnering with the CEO and Board of Directors.
- Direct experience with evaluation and program measurement.
- Demonstrates integrity and strives for excellence in his/her work.
- Passionate about East Valley Adult Resources mission and able to promote and communicate the philosophy and vision of EVAR in the community.
- Strong computer skills in Microsoft office products and other related client based systems.