



Now Hiring! Chief Executive Officer (CEO)

Location: New Albany, IN (Candidates need to be within 100 miles of New Albany)

Schedule: Monday - Friday 8:00 am-4:30 pm.

Job Summary

To be responsible for the overall organization, staffing, planning, administration, and direction of the Area 14 Agency on Aging comprised of Clark, Floyd, Harrison, and Scott Counties, and to be accountable for the attainment of the objectives of the Area 14 Agency on Aging.

Who We Are?

[LifeSpan Resources](#) is a non-profit organization that connects individuals to resources, options, and services to remain living independently for as long as possible.

What's In It for You

- Employer supplied laptop!
- Medical, Dental and Vision plan options
- Life & Disability agency paid!
- Tuition Assistance and Paid Training
- Discounted YMCA membership
- 401(k) employee pre-tax savings plan with employer contributions
- 14 Paid Holidays & 2 floating Holidays
- Vacation & Sick time
- Mileage reimbursement for travel.
- Employee appreciation events

Job Responsibilities

- Develops and maintains a sound plan of organization and insures capable management; select and appoint subordinates; delegate to each the responsibility and authority for the performance of their assigned functions.
- Prepares short and long-range objectives and recommends their adoption to the board; prepare plans and programs for attainment of approved objectives; coordinate the activities of all units of the organization.
- Directs and generally supervise all organization activities including, but not limited to, the development, production, implementation, and promotion of its services; see that adequate organization, procedures, and controls are employed by each unit to make possible the proper execution of its responsibilities and attainment of its goals.
- Submits the annual budget and proposed capital and extraordinary expenditures programs to the Board for approval, making appropriate recommendations; reports financial status and progress on programs to the Board, conserves funds and insures maximum return in services for expenditures; maintains accurate accounting and reporting in fiscal affairs.
- Insures equitable administration in personnel matters.
- Provides leadership to staff, community, other organizations, and persons in the affairs of older adults and persons with disabilities.
- Establishes effective relationships with government at local, state, and national levels in support of organizations' efforts.
- Advocates for and on behalf of older adults and people with disabilities whenever decisions that affect the lives of these individuals are being considered.
- Executes all other duties as assigned by the Board of Directors.

Qualifications



- MBA or equivalent; MPA or Bachelor's with 5 year of experience at the same level of responsibility.
- Ability to commit a sense of urgency to the purposes of the organization.
- Administrative leadership and management.
- Ability to motivate.
- Superior judgment, planning, and visionary skills.
- Knowledge of how related organizations work and respond.
- Good communication skills (oral and written).

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

(The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.)

- Moderate work occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials up to 25 pounds.
- May need to remain in a stationary position at a desk or computer for long periods at a time.

Equal Opportunity Employer

LifeSpan Resources provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. LifeSpan Resources is an E-Verify employer.

Please submit resume to the Board of Directors at: CEO@lsr14.org by 10/11/2024.