



Noble County Council on Aging (NCCOA)/Noble Transit System(NTS) a nonprofit organization is seeking an Executive Director. Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for NCCOA/NTS staff, programs, expansion, and execution of its mission. They will develop deep knowledge of core programs, operations, and business plans.

Responsibilities

Leadership & Management:

- Ensure ongoing program excellence, program evaluation, and consistent quality of finance and administration, fundraising, and communications.
- Recommend timelines and resources needed to achieve goals.
- Ensure compliance with funding sources
- Actively engage and energize volunteers, board members, event committees, partnering organizations, and funders.
- Serve and support on each committee; seek and build board involvement with direction for ongoing operations.
- Lead, coach, develop, and retain NCCOA/NTS organization staff.
- Attend training and meetings as required.

Fundraising & Communications:

- Expand revenue and fundraising activities to support existing program operations.
- Deepen and refine marketing—from web presence to external relations to enhance relations & presence in the community.
- Use external presence and relationships to seek new opportunities.
- Grant writing and administration.

Planning & New Business:

- Increase public awareness by participating in various community groups and networking.
- Develop and maintain close working relationships with donating partners, political and community leaders.

Qualifications

The ED will be thoroughly committed to NCCOA/NTS mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- College degree or equivalent experience.
- Track record of effectively leading and managing others.
- Experience in budget preparation.
- General accounting skills
- Unwavering commitment to quality programs.
- Excellence in organizational management with the ability to coach and manage staff.
- Past success working with a Board of Directors.
- Strong marketing, public relations, and fundraising experience.
- Strong written and verbal communication skills.
- Ability to work effectively in collaboration with diverse groups of people.
- Display professionalism, passion, integrity, positive attitude, and be mission-driven, and self-directed.

Please submit resume by email to director@noblecountycoa.org or by mail at:

NCCOA/NTS
Board of Directors
561 S Main St
Kendallville IN 46755