



New Jersey Advocates for Aging Well (NJAAW) formerly the New Jersey Foundation for Aging (NJFA) is seeking an Executive Director. Candidates should have experience working in the non-profit sector as well as an interest and understanding of aging services.

NJAAW's mission is to provide leadership in public policy and education in order to enable New Jersey older adults to live with independence and dignity in their communities.

The New Jersey Advocates for Aging Well, founded in 1998 as the New Jersey Foundation for Aging, is dedicated to advocacy on behalf of New Jersey's older adult population. Primary focus areas include advocacy, public awareness, and education. NJAAW's staff works with advocates, government officials and legislators to advance policies that optimize opportunities to age well in the State. Program components include an annual conference, educational programs, and public discussion opportunities such as webinars and roundtables. NJAAW also produces a monthly TV program. The position requires excellent leadership and administrative skills, strong communication capability and the ability to work independently.

Job Description

The Executive Director leads, manages, and implements programs based on the mission and strategic direction established by the Board of Trustees. The Executive Director further manages all administrative components of the organization, producing all reports both fiscal and programmatic. Developing an annual budget for approval by the Board. The ED works with other professional, civic, and private organizations with similar missions and goals.

Qualifications

- Leadership and relationship management experience
- Ability to work effectively with diverse groups of people
- Advanced degree in a related field or 5 years in a senior management position
- A successful working relationship with a board of directors
- Proven fundraising experience and donor relations
- Strong communication skills
- Knowledge/Understanding of aging issues and trends
- Management and administration
- Budget development/monitoring and related software

Salary Range: \$75,000 - \$90,000

NJAAW is an equal opportunity employer, committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This position is in Trenton, NJ. Local travel required.

To apply: email a cover letter along with a resume and salary considerations by February 22, 2021 to office@njaaw.org