



Executive Director Opportunity Guide



<https://bacoa.org>



About Bacoa

Bacoa (Barrington Area Council on Aging) redefines aging by empowering older adults, families and caregivers, and leads the community by supporting members, and participants as they pursue vibrant, healthy lifestyles. Since 1984 Bacoa has been a resource for residents primarily in the Barrington area and surrounding communities providing information, referrals, and support to safely navigate the aging process. Showing continued growth, Bacoa currently serves over 2,000 individuals annually by using a comprehensive and wraparound approach to connect each of its clients to as many services as necessary to meet their needs, wants, and abilities, allowing them to age safely and independently. Bacoa proudly led the Barrington community's pursuit and selection as a Dementia Friendly Community (as provided by the Dementia Friends USA community).

A grass-roots organization that is mostly privately funded, Bacoa is the primary local resource for older adults. Largely serving individuals in northwest suburban Cook

and Lake Counties, Bacoa's virtual offerings extend access to those beyond the local area. The dedicated staff assists their clients with questions, support, programming, and guidance through hard-to-navigate processes such as Medicare elections, prescription drug costs, tax filing preparation, and housing assistance. Additionally, Bacoa offers a wide range of dementia and caregiver support programs as well as a variety of active programs.

Bacoa offers many top-level services, many of which are free.

- Day programs
- Care Management
- Information Resources (housing options or in-home services)
- Meals-with-Wheels
- Active Programming
- Enrollment in Medicare and Medicaid
- Support and education groups



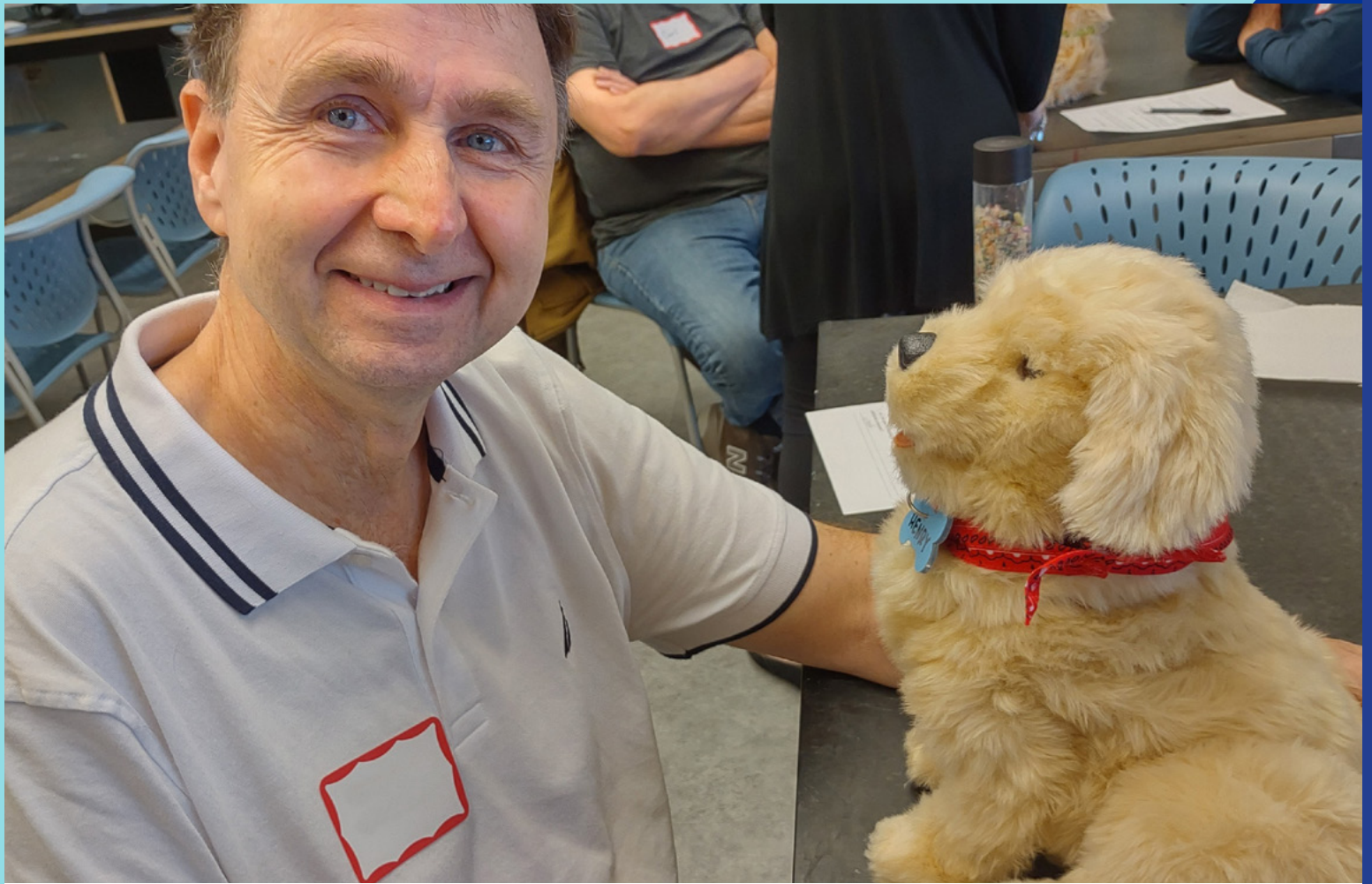
About Bacoa (continued)

Life expectancy averages continue to increase in the United States. In Illinois specifically, the 65+ population is expected to increase by 80% by 2030. Bacoa is an essential resource for this growing population and their needs. With many nonprofits having a focus on the younger population, Bacoa is unique in its mission and ensures that aging adults have a place within the community and are treated with compassion and respect. Leading with empathy, the staff values the knowledge, life experiences, and wisdom of their clients.

The current Executive Director has been aboard since 2017 and will be retiring in 2024.

Defining the future

The most recent strategic plan created by Bacoa is from 2017. Due to the restrictions brought about by the COVID-19 pandemic, the Bacoa staff updated and expanded the programming to allow for participation by clients in both a virtual and safe, in-person approach which continues currently. The Strategic Plan is currently underway for a complete refresh in 2024. With the current Executive Director's upcoming retirement and the search for the next leader, the Strategic Planning Committee has paused the process at approximately the midway point. It was determined that finalizing the strategic planning process should occur collaboratively with the new ED's involvement and leadership. The Board feels the remaining Strategic Planning process will take 4-6 months. Ultimately, the new strategic plan's execution will align with the below Performance Objectives and serve as a metric that the board will have for the new Executive Director.



The Opportunity: Executive Director

Bacoa seeks its next Executive Director to lead the organization in continued growth both in terms of clients served and development opportunities. The Director will play a key role in defining, finalizing, and executing the strategic plan of the organization and will bring a leadership style to inspire the Board and staff toward implementation. Reporting to the Board of Directors, the Executive Director will lead a team of 5-6 personnel that has an immeasurable impact on the community with over 2,000 clients served annually.

As needs in the area continue to exponentially increase, the incoming Director will guide and develop Bacoa forward through this time of growth. This new leader will be a passionate and empathetic advocate, vision-oriented, and a connector of resources supporting older adults, families, and caregivers. A servant leader, the Director will be an active and visible presence in the community while promoting the brand and services of Bacoa.

The next Director will successfully oversee all program implementation and be responsible for the overall organizational management of Bacoa. The focused leader will unite the staff by setting clear professional goals in a collaborative environment.

Performance Objectives

The following areas of performance will guide the next Executive Director's first year in partnership with the Board of Directors.

Mission, Vision, and Program Excellence

- Develop and implement measurable objectives, strategies, budgets, funding plans, and timelines.
- Develop new and innovative approaches for additional revenue sources.
- Ensure that programs are mission-driven, in line with strategic plan goals, and support the needs and purpose of its participants.

Board and Donor Relationship Support

- Cultivate and maintain strong relationships with top donors and develop further funding relationships.
- Build and maintain a strategic, communicative partnership with the Board and work together executing strategies.
- Represent the organization as needed for all fundraising events and outreach.

Partnerships and Community Relationships

- Create new and innovative marketing and outreach strategies using technology and social networks to increase the visibility of the organization for new audiences.
- Provide collaborative leadership in maintaining a positive and productive working relationship among the Board, staff, donor community, partner organizations, and volunteers.
- Be immersed in the community and identify and promote the brand and services of Bacoa
- Promote the mission, programs, and values at local meetings, peer conferences, discussion panels, media, etc.

Administrative and Staff Management

- Manage the staff through the lens of flexibility, openness to suggestions, and the ability to resolve/mitigate conflict.
- Create measurable performance goals for the staff and serve as a mentor for their professional growth and development.
- Ensure that the infrastructure and staffing needs are adequate to fit the growing needs of the community.



The Qualified Candidate

Bacoa is looking for an empathetic individual who understands the challenges that families, caregivers, and individuals face while navigating the aging process. The successful candidate will be an effective communicator and develop strong relationships with the Board and other key stakeholders. The next Executive Director will be focused on Bacoa's future and optimizing the current resources while seeking to expand sustainable funding.

The Executive Director will have experience in strategic leadership to be able to drive the organization's mission and vision forward in partnership with the Board. The successful candidate will bring a personal touch to the organization and manage growth to fulfill the needs of the community

Specific Requirements Include:

- A minimum of 4-8 years of progressive experience in leadership and management, with documented ability to manage staff and lead teams of less than 10 people.
- Nonprofit management experience required, preferably in human services.
- Proven ability to build strong external relationships with volunteer board members, a variety of volunteers, public leadership, partner organizations, and other stakeholders.
- Well-developed and strong business acumen with the ability to work effectively and collaboratively with the Board, in a manner that leads them, supports them, and incorporates their contributions appropriately.
- Strong analytic and strategic-thinking skills, with a demonstrated ability to create, implement, and monitor complex plans and then translate those plans into goals and concrete strategies.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- Bachelor's in a related area or equivalent experience.



Don't check off every box in the requirements listed above? Please consider applying anyway! Studies have shown that underrepresented communities – such as women, people of color, LGBTQ, people with disabilities, and immigrants – are less likely to apply for jobs unless they meet every single qualification. Bacoa is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you are excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to consider still applying.



How To Apply

Compensation for this position has recently been benchmarked by Bacoa and KEES and is in the fair market range. This position offers a competitive salary starting at \$115,000, commensurate with experience. Benefits include twelve paid holidays generous vacation time are available.

Bacoa is an equal opportunity employer and does not discriminate based on race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

APPLY HERE

To ensure confidential tracking of all applicants, all applications will be accepted via the link below, and not via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE. All candidate-submitted materials and credentials will be reviewed for consistency and accuracy. Candidates can expect that KEES will verify employment/academic/background information both in the screening process and for the finalist(s) in a formal background check.

This search is being managed by Heather Eddy, President, and Project Manager Randi Blasutti of KEES. Questions may be addressed to rblasutti@kees2success.com.

Please submit your application as soon as possible. Applications are accepted on an ongoing basis, and the search will remain open until a hire is made. Candidates who submit a formal application by March 8 will be given the highest consideration.

About KEES

KEES (formerly Alford Executive Search) is a nonprofit executive search firm that builds diverse teams with dynamic leaders in the nonprofit and public sectors. A woman owned and operated firm, KEES offers a full array of nonprofit consulting services including executive search, leadership development, interim staffing, and HR support. For more information, please visit [KEES](https://www.kees2success.com).