[Gramatan Village Executive Director Search](https://www.gramatanvillage.org/blog/2018/6/1/gramatan-village-executive-director-search)

*June 1, 2018*

**GRAMATAN VILLAGE EXECUTIVE DIRECTOR**

Please forward resume with cover letter highlighting experience to:  
gvedsearch@gmail.com  
madenniston@thedennistongroup.com – 914-337-4295

**Title: Executive Director**: Gramatan Village:  GV (gramatanvillage.org), Bronxville, NY, is a membership organization founded in 2007 to serve individuals age 60 and older who live in our greater community.  GV supports aging-in-place through a network of volunteers, community partners and peer connections.  Membership benefits include access to vetted/discounted providers and a variety of programs and services that empower members to remain in their homes and neighborhoods, living vibrant, active and healthy lives.

Gramatan Village is part of the national Village to Village Network (vtvnetwork.org) of more than 200 related organizations.

**Position Scope and Accountabilities**:  The Executive Director reports to the Board of Directors and is responsible for the development, execution, and effective management of the programs, initiatives and policies that support the GV mission. S/He, supported by staff, volunteers and interns, will actively manage day to day operations.

Specifically, the Executive Director will:

•    Develop, implement and monitor Gramatan Village’s program and service offerings ensuring they meet the current and evolving needs of the membership and that they are delivered in a timely, cost effective manner.  
•    Firmly establish Gramatan Village’s profile, mission and value across the various constituencies it impacts/interfaces with to ensure it is recognized as a model of excellence locally, regionally, and, as appropriate, nationally.  
•    Develop and maintain strong and mutually beneficial relationships with community leaders, service providers, and local synergistic organizations.  
•    Develop and implement outreach programs designed to attract new members.  
•    Lead the development of the marketing programs that support Gramatan Village’s positioning and communication objectives including, but not limited to, public relations, social media and ensuring the website is timely.  
•    Develop and foster relationships that will directly result in new and increased financial support from external funders.  
•    Establish and monitor budgets and financial goals as required.  
•    Together with the Board of Directors, proactively participate in the strategic planning process and play a key role in its ongoing implementation.  
•    Ensure that membership targets are thoughtfully established and effectively monitored.

Critical Success Factors:

The successful candidate will be recognized as a strong, collaborative, innovative leader with exceptional influencing skills, someone who is a participative team builder, an individual with a high degree of interpersonal effectiveness.

Key to success will be an entrepreneurial spirit, high energy, a roll up your sleeves approach, attention to detail, coupled with a style that quickly earns respect at all levels, both within the organization and the community it serves.

The Executive Director will demonstrate:

•    Proven success in non-profit management, program development, fundraising (including identifying and attracting grant funding), and finance.   
•    Knowledge of, and experience maximizing resources directly related to the senior population and initiatives supporting the concepts of aging-in-place.

An MSW as well as knowledge of the local community and Westchester County resources is preferred.

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Gramatan Village is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.”