



ElderJusticeCal.org  
info@elderjusticecal.org

# Executive Director

California Elder Justice Coalition (CEJC)

**Location:** Remote, though California based preferred

## About the Role:

Under the direction and guidance of CEJC's Executive Committee (EC), this person will be the first full-time Executive Director (ED) of a 100-member coalition committed to eliminating barriers to elder justice and preventing elder abuse, neglect, and exploitation. The ED will have strategic and operational responsibility for CEJC's staff of five employees, programs, expansion, and the execution of its mission. They will also oversee the implementation of the recently produced blueprint, Reinforcing California's Elder Justice Infrastructure: Committing to Equity and Inclusion (2023).

The ED will be part of an inclusive, innovative, and equity-focused organization that approaches elder justice as a social justice movement, collaborating broadly with members of diverse disciplines and communities. We are seeking someone who is inspired by and committed to our mission. We are in search of adept collaborators, strong communicators, and innovative problem solvers who thrive in an environment of perpetual learning and innovation.

## Key Responsibilities:

### Strategic Programs & Vision:

- Ensure ongoing program excellence, evaluation, and consistent quality of finance and administration, fundraising, communications, and operational systems.
- Oversee implementation of the strategic and business plans, which includes monitoring program activities and special projects, identifying and correcting problems related to program operations, setting timelines, and identifying resource needs for achieving goals.
- Develop and execute a fundraising plan to support existing program operations and respond to unmet and emergent needs. Includes identifying, cultivating, and soliciting gifts from donors, building relationships with foundations and corporations, exploring cy pres funds, and designing revenue generating consultation, training, and technical assistance.
- Ensure effective systems to track progress and measure success that can be communicated to CEJC committees, funders, and stakeholders.

## **Leadership & Management:**

- Develop, maintain, and support a strong Steering Committee, Executive Committee, and subcommittees.
- Lead, coach, develop, and retain high-performance personnel.
- Develop budgets and forecast financial projections for the agency, with an ability to plan and adjust expenses and fundraising as needed.

## **Partnership:**

- Actively engage and energize CEJC members, alumni, partners, and funders.
- Establish relationships and partnerships with policy makers, political and community leaders, advocates, funders, and influencers to raise CEJC's profile and increase its influence.

## **Qualifications:**

- Previously held a leadership position at a mission-driven organization.
- Acumen and enthusiasm for fundraising and financial management with prior fund development experience required.
- Strong public speaking skills and ability to craft compelling messages for a variety of audiences and partners, including donors.
- Knowledge of California politics and policy.
- Commitment and ability to foster a diverse, equitable, and inclusive personnel team and partnerships.
- Ability and willingness to occasionally travel within California.

Please note that even if you do not meet all of the qualifications above, we encourage you to apply. CEJC is committed to providing coaching, skills building, introductions to influencers, and support by leaders in the field of elder justice. CEJC personnel are employees of CEJC's fiscal sponsor, Community Partners, which provides administrative and financial oversight, payroll services, employee benefits, and audit and tax filings as well as support, consultation, and executive leadership development opportunities. Community Partners is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

## **Salary and Benefits: \$90,000 - \$110,000**

Benefits include paid holidays and vacation, a 403(b) plan with employer match, medical, dental, vision, flex spending, and a range of professional development opportunities.

## **How To Apply:**

Send resumes and cover letters to CEJC at [info@elderjusticecal.org](mailto:info@elderjusticecal.org)