



Executive Director – Boston, MA

ABOUT LBFE BOSTON

Since opening our Boston doors in 1979, LBFE Boston has been working to improve the lives of older adults who often have limited access to transportation, language barriers to navigate, and few family members or friends nearby. Priority is given to older adults living independently at, or below, the poverty line. Weekly programs in digital literacy, creative arts and primarily social are offered without charge and without regard to race, gender, creed, nationality, or sexual orientation.

Our vision is to help build inclusive, intergenerational communities. We collaborate with public/affordable senior housing buildings and local senior centers, as well as Boston's colleges and universities to connect the young and old alike in the spirit of friendship.

OPPORTUNITY

The next Executive Director (ED) of LBFE Boston will have the unique opportunity to lead and expand LBFE Boston's impact by building upon the organization's current successes and effective program model. Prioritizing a strong partnership with LBFE Boston's Board of Directors, the ED will provide leadership, thoughtful and mission-oriented initiatives and programs, strategic direction, and effective management to fulfill the organization's mission and drive its impact in the community. The ED will have overall

strategic and operational responsibility for implementing LBFE Boston's mission and will engage with the communities we serve and be committed to promoting the organization's values.

RESPONSIBILITIES

Strategic Leadership

- Work with the Board to develop and implement a strategic plan that will achieve the organization's mission and objectives. Provide visionary leadership, set clear goals, and establish measurable outcomes to guide the organization's growth and impact.
- Organizational Management: Oversee all aspects of the organization's operations, including budgeting, financial management, program development, fundraising, and human resources. Ensure efficient and effective use of resources and maintain compliance with legal and regulatory requirements.

Program Development and Implementation

- Lead the development, expansion, implementation and evaluation of innovative programs and services aimed at reducing loneliness and isolation among older adults.
- Collaborate with stakeholders, including community organizations, government agencies, and healthcare providers, to enhance program impact and reach.

Outreach

- Deepen and refine all aspects of marketing and communication, from web presence to external relations, driving brand recognition.
- Advocacy and Partnerships: Serve as the organization's primary advocate, representing its mission and goals to external stakeholders,

policymakers, and the media. Build strategic partnerships with community organizations, academic institutions, and relevant industry associations to amplify the organization's impact and influence. Create and engage in public speaking opportunities to deepen connections around the city.

- Drive fundraising efforts by cultivating relationships with individual donors, foundations, corporations, and government agencies. Develop and implement comprehensive fundraising strategies, including grant writing, donor cultivation, special events, and major gifts campaigns.
- Board Relations: Work closely with the Board of Directors, providing regular updates, guidance, and support. Collaborate with board members to identify and recruit individuals with expertise and networks that can contribute to the organization's growth and success.

Staff Management and Development

- Provide effective leadership to staff members, fostering a collaborative and inclusive work environment. Mentor and develop staff, promoting professional growth and ensuring a high-performing team.
- Evaluation and Reporting: Establish mechanisms to monitor program outcomes, collect data, and evaluate the organization's impact. Prepare regular reports for the Board, funders, and other stakeholders, highlighting achievements, challenges, and future goals.
- Create systems and identify and track metrics to manage performance and accountability.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent experience.
- Proven leadership experience in the nonprofit sector, preferably social services.
- Demonstrated ability to develop and implement strategic plans, manage budgets, and drive organizational growth.

- Strong fundraising and resource development skills, including experience with grant writing and donor cultivation.
- Knowledge of marketing principles and practices.
- Excellent communication and public speaking abilities, with the capacity to effectively represent the organization to diverse audiences.
- Ability to create and monitor internal systems and processes.
- Experience in program oversight and evaluation preferred.
- Knowledge of aging-related issues, policies, and best practices in the field preferred.
- Familiarity with nonprofit governance and board relations.
- A commitment to equity.
- Strong interpersonal skills, with the ability to build partnerships and collaborate with stakeholders from various sectors.

COMPENSATION AND LOCATION

Salary range is \$110,000 to \$130,000, depending on background and experience. Residing within daily commutable distance of Boston is necessary for this hybrid job, approximately 3 days a week in the office.

APPLICATION GUIDELINES

This executive search is being conducted by Anna Asphar of [A3 Search and Talent Management](#). All submissions can be emailed to anna@a3boston.com, will be acknowledged and are confidential within the search committee. Candidates should include a resume and cover letter that describes how their qualifications and experience match the need and mission of LBFE Boston, along with salary expectations, and how they learned about the position. Applications will be accepted until the position is filled.

STATEMENT

LBFE Boston strives to achieve excellence through a diverse, equitable, and inclusive work environment that embraces all of our individual and collective differences. We value and honor the unique talents, learning styles, and lived experiences of each individual that enriches and strengthens our workplace culture, and we are proud to be an equal opportunity employer.

All employment conditions are based on an individual's performance and job qualifications. LBFE Boston prohibits discrimination and harassment of any kind based on race, creed, color, religion, native language, gender, sexual orientation, gender identity/expression, national origin, physical or mental disability, age, genetic information, veteran status, marital status, parental status, pregnancy, race-based hairstyles, or any other protected characteristic stated by federal and state law. LBFE Boston celebrates diversity and values the strengths that come with having a diverse team of employees.