ABOUT GRANTMAKERS IN AGING:

Grantmakers In Aging (GIA) is the nation’s leading membership organization of funders serving aging philanthropy, with the mission to promote and strengthen grantmaking for an aging society. Believing a society which is better for older adults is better for people of all ages, GIA acts as a relevant and responsive network, resource, and champion, amplifying the voices of older people and issues of aging. Founded in 1982 as an informal network of foundation staff interested in aging issues to promote the exchange of knowledge and program ideas, GIA has become the go-to information resource in aging for funders and for others in the field to learn, share knowledge and best practices, build program partnerships, grow professionally, and have an even greater impact on an aging society. As part of its commitment to improving the experience of aging, GIA also has initiatives in partnership with funders. These efforts seek to generate new ideas and raise awareness of critical societal issues while supporting a dramatic increase in the country’s philanthropic commitment to the issues of aging.

For more information please visit: www.giaging.org.

RESPONSIBILITIES OF THE POSITION:

Reporting to the Board of Directors, the Chief Executive Officer (CEO) is responsible for the overall successful operation and performance of GIA. All activities of GIA shall be carried out under the leadership and direction of the CEO who, in partnership with the Board, sets the strategic direction of the organization and oversees daily operations to ensure GIA achieves its strategic and financial objectives. The CEO manages an annual budget of approximately $1.6 million and oversees three staff.

Specific responsibilities will include but are not limited to:

- **Advances the Field.** Serves as a thought leader in the development of new initiatives and partnerships with other groups, agencies, and organizations to advance the field of grantmaking for an aging society in alignment with GIA’s mission, vision, and values; engages members for input and direction.

- **Business Development.** Oversees fundraising and membership, including identifying funding sources, establishing strategies to approach and cultivate funders, and supporting and maintaining funding and membership relationships; seeks opportunities that will advance the field and support GIA; identifies and advances opportunities for earned revenue that support GIA and also provides desired products and services for all sizes and types of member organizations.
- **Public Relations.** Ensures that GIA and its mission, programs, and initiatives are consistently presented in a strong and appropriate light to relevant stakeholders; ensures that GIA is recognized nationally through well-conceived branding strategies; serves as a thought leader and the chief spokesperson for GIA, and travels on its behalf.

- **Board Administration and Support.** Facilitates and supports the Board of Directors by advising and informing board members of trends, needs, and opportunities in the field; interfaces between board members, GIA members and staff; ensures an environment that is conducive to creative and good governance and productive board work; advances opportunities to further diversify board membership.

- **Fiscal/Operations Management and Leadership.** Develops and presents the annual budget to the Board for approval and provides oversight of the organization’s resources so they stay within budget guidelines; provides oversight of personnel policies and procedures that conform to current laws and regulations; develops and maintains an effective organization with respect to structure, human resources, management of staff and budgets, and professional development opportunities; provides leadership to staff and ensures the development of an organizational culture that is characterized by a commitment to quality, collaboration, transparency and mutual respect.

**TRAITS AND CHARACTERISTICS DESIRED:**

The next leader of GIA will bring energy and vision to the field. Preferred candidates will be facilitative coalition builders who can work at multiple levels with the GIA membership, board members, and affiliated organizations, providing leadership as appropriate and establishing a basis for trust and mutuality of expectations. The CEO should have the ability to service the current needs of the membership while also identifying trends and issues of significance to the field for the future; strategic thinking should be combined with solid, tactical, and pragmatic implementation.

The successful candidate must demonstrate an understanding of the importance of leveraging strengths from the capacities of the membership. Since much of the role is catalytic and facilitative in nature, it is particularly important that the successful candidate be able to earn the trust and respect of the membership as well as potential partners, constituents, supporters, and decision makers.

GIA seeks a person comfortable as a hands-on contributor and enabler of others and excels in follow-through. The successful candidate should be an open, confident, and articulate professional who enjoys exploring new ideas and thinking creatively. Exceptional written and oral communication skills are important. The CEO must be highly self-motivated, organized, and resourceful, excel at setting priorities, and have the ability to handle multiple tasks and functions simultaneously. The CEO should be a model of integrity and fairness and have high ethical standards. Above all, the CEO must embrace the mission, vision, and values of GIA and demonstrate a strong desire to effect positive change on an aging society.
GIA seeks to build a diverse staff and membership. The successful candidate will articulate a strong commitment to and understanding of Diversity, Equity, and Inclusion, will possess a high level of cultural competence, and will work productively across lines of difference effectively incorporating DEI into all aspects of their work. Candidates from traditionally underrepresented communities and historically oppressed groups are strongly encouraged to apply.

CAREER PATH LEADING TO THIS POSITION:

The ideal candidate will have demonstrated success in a senior leadership position and an interest in the field of grantmaking for an aging society. Membership organization or professional or trade association experience would be a plus. Candidates could have experience working on behalf of older adults in a direct service or grantmaking role, but could also come from a variety of other settings and convey a compelling connection to the work of GIA as well as having transferrable leadership skills.

EDUCATION:

A bachelor’s degree is required; an advanced degree is preferred.

COMPENSATION:

The CEO is a professional, full-time, exempt position; salary will be competitive. GIA also provides a comprehensive benefits and retirement package.

LOCATION:

GIA will not have a physical office at the time of this new hire, so the next CEO will be able to work from anywhere in the continental U.S. to generate maximum impact for the organization, with the expectation of travel up to 30 percent of the time. Grantmakers In Aging currently has staff members based in home offices or co-working spaces across the country.

TO APPLY:

Please direct inquiries, nominations and applications, including resume and a letter of interest in confidence to:

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*Electronic submission is encouraged*