

**The Area Agency on Aging (AAoA) Serving Napa and Solano are looking for an Executive Director!**

The salary range for this position is up to \$90,000 annually and includes a comprehensive and competitive benefits package.

**The Position and Ideal Candidate**

The Area Agency on Aging (AAoA) Serving Napa and Solano is one of 33 AAoA's that operate throughout California charged with administering nutrition and supportive home and community-based services, disease prevention and health promotion services, elder rights programs, and related services for seniors and adults with disabilities. The AAoA Serving Napa and Solano represents one of five such agencies established as nonprofit organizations. Within Napa and Solano Counties, approximately 19% of the population (or 109,500 individuals) are age 60+.

The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization, which includes implementation of the four-year strategic plan; direction to the Advisory Council, committees and staff; and daily operation and administration of the agency.

The ideal applicant will be adept in leading through vision and values and providing direction to and managing the work of others. Equally important is excellent administrative, analytical and financial acumen. Open, clear and concise communication, proven professional ethics in order to maximize collaboration and cooperation and build and maintain positive working relationships with a variety of government and community officials will be essential in this role.

The ideal professional background includes a bachelor's degree in social science, gerontology, government, public administration or related field, plus five years professional experience in a human services agency. Familiarity with and experience in planning, implementing and operating service programs for older adults is essential. Experience in grant-writing or fundraising is beneficial.

**Compensation and Benefits**

The Area Agency on Aging Serving Napa and Solano offers a comprehensive and competitive compensation and benefits package. The salary range for this position is up to \$90,000 annually and the benefits package includes retirement, health benefits, paid time off, moving and relocation expense allowance, and other benefits.

**To Apply**

The County of Solano is conducting this recruitment on behalf of the Area Agency on Aging. To apply for this exceptional career opportunity, please submit to Human Resources Director Marc Fox at [mafox@solanocounty.com](mailto:mafox@solanocounty.com) a letter of interest, resume, and email and phone contact for five work-related references (who will not be contacted until after an interview takes place).

In submitting your materials, it will be very helpful if the following information is incorporated in a cover letter. Please limit cover letters to a maximum of three pages.

- your understanding of the role and responsibility of the Area Agency on Aging;
- your experience in planning, implementing and operating service programs for older adults;
- how your education and/or experiences would be a match for this position.

The final filing date to submit a resume is February 6, 2018.

For more information about this position, benefits package, and details regarding the recruitment process, please visit [www.jobsatsolanocounty.com](http://www.jobsatsolanocounty.com).