



TRAIL Executive Director Position Description

The Executive Director (ED) is the chief staff officer of [TRAIL](#). The ED is responsible for day-to-day operations of the organization, and works under the guidance and with the support of the Board of Directors to fulfill TRAIL's mission of helping older adults thrive in the places they call home.

1. Advances the mission and success of the organization by providing leadership and support to the Board and its committees, and working with the Board to develop and achieve strategic priorities.
2. Ensures exemplary service to our members, volunteers, and other constituents by overseeing management of the TRAIL office staff and office volunteers, including direct supervision of TRAIL employees.
3. Works with and ensures coordination among the chairs of all Board committees to establish and meet yearly goals in the areas of communications, fundraising, member events and other benefits, member retention and recruitment, the vendor program, and the volunteer program.
4. Promotes TRAIL's mission and reputation by serving as the public face of the organization within the TRAIL community and among key external constituents, such as individual and corporate donors, senior-related institutions and organizations, and other strategic partners.
5. Works with the Finance Committee and bookkeeper to prepare annual budget; keeps all income and expenditures within budget; reports to the Board as requested.
6. Ensures access to internal communications and data storage technologies (i.e. Dropbox) for Board and committee chairs; makes available onboarding and ongoing training for online systems; and recommends new products or procedures to optimize usability of technology.
7. Responsible for ensuring accurate information in all TRAIL databases (e.g., Club Express, Kindful); recommending new software products or other online solutions for managing and communicating with TRAIL constituents; keeping all software versions up to date; and making ongoing training available for new users.
8. Develops, implements, and evaluates new programs to meet organizational goals.
9. Recommends policies and procedures for maximum utilization of resources and optimal service.
10. Attends all Board and Executive Committee meetings and provides regular updates and statistics on Board directives and initiatives.
11. Regularly meets with Board chair to ensure open communication and ongoing progress toward established goals.
12. Stays up to date on issues related to older adults and aging in place, including participation in Village-to-Village Network activities, as appropriate.
13. In all TRAIL-related initiatives and interactions, promotes and embodies the TRAIL culture of collaboration, respect, integrity, and inclusion.