

Executive Director Job Description



Reports to: Board of Directors

FLSA Status: Exempt/Salary

Salary Range: \$110,000-125,000 plus discretionary bonus subject to board approval

Mission: LifePath is dedicated to keeping older neighbors and friends healthy and safe by providing effective programs and supports to help them stay connected to their communities. Learn more at lifepathny.org.

Summary: The Board of Directors for LifePath is seeking a strategic, relationship-oriented, and innovative leader to serve as the Executive Director for the organization. The Executive Director is responsible for the overall leadership, management, and sustainability of the organization and works in close partnership with the Board to advance LifePath's mission, strategic direction, and long-term growth.

Responsibilities include, but are not limited to, the following:

Strategic and Organizational Leadership

- Lead execution of the organization's strategic priorities and help the Board refine long-term direction
- Identify opportunities to strengthen existing programs, respond to community needs, and support long-term sustainability
- Balance mission impact, operational capacity, and financial stewardship in organizational decision-making

Board Partnership and Governance

- Serve as the primary staff partner to the Board of Directors
- Support effective governance, board engagement, committee work, and strategic decision-making
- Provide regular, candid, and well-informed recommendations on organizational priorities, risks, and opportunities

People Leadership and Succession

- Lead, coach, develop, and retain a high-performing senior leadership team
- Foster a healthy, accountable, and mission-driven culture across the organization
- Support succession planning and leadership development for key roles

External Relations and Partnerships

- Serve as a visible spokesperson and ambassador for LifePath
- Build and maintain strong relationships with government, funders, healthcare and human services partners, community organizations, and donors
- Work with local and state officials to communicate community needs and coordinate funding streams.
- Strengthen LifePath's reputation and position as a trusted leader in services for older adults and caregivers

Financial Stewardship and Resource Development

- Oversee the organization's financial health, including budgeting, planning, and resource allocation
- Partner with staff and the Board to support fundraising, grant development, donor engagement, and revenue diversification
- Ensure resources are used responsibly and in alignment with organizational priorities

Program Oversight and Quality

- Ensure that LifePath's programs remain high-quality, responsive, compliant, and aligned with the needs of older adults and caregivers
- Support a culture of continuous improvement and appropriate use of data to assess effectiveness and guide decisions

Qualifications

- Bachelor's Degree in Business Administration, Public Administration, Not-for-Profit Management or a related program
- Minimum of 7 years of senior management experience
- Track record of strong financial stewardship, including experience with budgeting, resource allocation, and fundraising
- Demonstrated success in recruiting and leading high-performing teams
- Experience working effectively with and reporting to a Board of Directors
- Experience cultivating relationships with and partnering with community organizations, government leaders, funders, advocates, and other external stakeholders
- Knowledge of issues affecting older adults, caregivers, and community-based services in New York
- Excellent written, verbal, and interpersonal communication skills

Desired Attributes

- Strategic thinker with strong judgment and execution skills
- Collaborative and steady leader who can build trust across staff and board
- Strong external representative who can speak persuasively on behalf of the organization
- Commitment to LifePath's mission and to serving older adults and caregivers with dignity and respect

To apply, send your resume and cover letter