

**Kanawha Valley Senior Services, Inc.**  
**Job Description: Chief Executive Officer**

**Position Title: Chief Executive Officer**

**Status: Exempt**

**Job Group: Salaried**

**Supervisor: Board of Directors**

**Effective: 6/24/2021**

**Job Summary:** The Chief Executive Officer (CEO) is charged with implementing policies and programs of the Kanawha Valley Senior Services (KVSS) for the benefit of older adults. The CEO is appointed by the Board of Directors and is administratively responsible to the Board for the operation of the agency.

**Social Justice:** The CEO is responsible for fulfilling the legal and moral mandates of the laws and KVSS policies regarding the Americans with Disabilities Act, civil rights compliance and related issues regarding social justice and serving the needs of seniors.

**The CEO:**

- a. Ensures the Board of Directors is kept fully informed on the conditions and operations of KVSS, attends all Board and Committee meetings and other meetings as required by the Board.
- b. Serves as one of the EEO/AAP Officers;
- c. Provides General Oversight of the daily operations of the agency and reports to the Board including but not limited to the:
  - 1 Nutrition program
  - 2 Transportation Program
  - 3 Dementia program
  - 4 Social Services
  - 5 Recreation/education program
  - 6 In-Home health services
  - 7 Finances of KVSS
  - 8 Staffing of KVSS, - including current vacancies, hiring, employee compensation and terminations and
  - 9 Other projects and progress toward meeting any board established goals and objectives.
- d. In consultation with the Board President, plans Board Meetings and maintains minutes of board meetings and actions.
- e. Immediately informs the President, or in his or her absence, the Executive Committee of any pending action including but not limited to criminal, civil, administrative action, investigation or grievances involving KVSS, or a KVSS employee.
- f. Provides supports to Board committee chairs
- g. Executes and ensures compliance with all state and federal contracts, grants, etc. Identifies and pursues appropriate grant sourcing and fundraising opportunities in collaboration with the Board.

- h. Helps establish the KVSS brand and pursues community relationships and partnering opportunities
- i. Serves as the KVSS liaison for State, Legislative and Local government relations in consultation with the Board
- j. Serves as the primary spokesperson for KVSS on media issues
- k. Gives guidance on matters of programs, publications, budget, and legal responsibility;
- l. Assumes and carries out all other related duties as assigned by the Board, the President or Committee chairs.

**The CEO will facilitate with management staff to:**

- a. Plan, formulate and recommend policies and programs to the Board
- b. Develop a strategic plan and vision for agency growth and furthering goals for providing senior services in Kanawha County and other service areas in cooperation with the Board, KVSS Program managers and other key stakeholders.
- c. Prepare and recommend an annual budget to the Board for its approval
- d. Conduct periodic needs assessment to ensure KVSS is offering programs to support existing and emerging needs of seniors

**Training and Experience:**

- a. Degree in administration, social science, or closely allied fields (Master's Degree or equivalent) and a minimum of five (5) years of administrative experience.
- b. Demonstrated effective written and oral communication, persuasion, and presentation skills.

**Evaluation:** The CEO will receive a written evaluation each year from the KVSS Executive Committee. The CEO serves at the will and pleasure of the Kanawha Valley Senior Services Board of Directors.

**Kanawha Valley Senior Services, Inc.**  
**Chief Executive Officer**  
**Pay Range**  
**\$80,000 - \$100,000 Per Year**