



Aging Action Initiative Program Director

The Aging Action Initiative Steering Committee and County of Marin seeks a person or organization to provide leadership, coordination and administrative support to the Aging Action Initiative.

Established in 2013, the Aging Action Initiative's mission is to promote a county-wide age-friendly environment, especially for those in need, collectively created by a strong network of aging service providers through public education, policy advocacy, and service coordination.

For more information about AAI, please see <http://agingactioninitiative.org>

Qualifications of Contractor:

The ideal person or organization will be one who:

- Is astute with public, private and community based processes
- Has the ability to work effectively across a variety of interests and diverse stakeholders toward common outcomes
- Has experience working with policy makers, elected officials, community-based organizations and community leaders
- Is organized and able to organize others
- Has excellent and timely verbal and written communication skills
- Is able to lead groups and present in a clear manner
- Familiar with the aging services sector including efforts underway to transform the sector in response to shifts in policy, funding and demographics
- Can become a champion for aging in Marin and be the face of AAI
- Has advocacy, outreach, public relations, and marketing communications experience and skills
- Is a flexible, open-minded team player who can focus on both short term and long-term goals
- Knowledge of Marin County preferred

Job Description:

The AAI Program Director will spend approximately 20 hours per week working with various stakeholders and work groups, attending and chairing meetings, advising on matters of policy, marketing and promoting AAI, and sharing information with stakeholders. As warranted, the Program Director will be expected to meet with community leaders, elected officials and policy makers, directors and staff of public, private and community-based organizations, and seniors/older adults to effectively move forward directives under the guidance and strategic direction of the AAI Steering Committee.

We estimate that AAI will require an additional 10 hours per week of administrative support.

The AAI Steering Committee will select the Program Director and provide oversight and strategic direction to the project.

The contractor will be expected to work with minimal supervision and will report directly to the steering committee on a quarterly basis.

Information Requested

Prospective contractors are encouraged to respond to this request.

The response should include: a resume, qualifications, professional references, reasons for interest in the project, deliverables and plan for administration support as well as expected compensation.

Contractors will be compensated on a mutually agreed upon flat-fee (not hourly) basis.

Information should be submitted to agingandadult@marincounty.org by October 28, 2016 at 4:30pm. Late submissions will not be accepted.