

**Canopy of Neighbors**  
**Executive Director Job Description**

**Organization Overview** - Canopy of Neighbors is a 501(c)(3) non-profit organization, dedicated to respecting the independence of individuals aging in the community defined by zip codes 14222 and 14209. Our members are individuals age 62 and older living in the two zip codes. Our core value is to provide person-centered services to our members and to support a sense of community.

Canopy's three person staff will consist of an Executive Director, Director of Volunteers, and Director of Membership. The staff implements the policies set by the Board of Directors, and carries out our mission working with trained volunteers.

**I. The Purpose of this Position:**

**The Executive Director** carries out the organizational vision and policies established by the Board of Directors. The Executive Director shall manage and provide oversight of all aspects of the Canopy's program, including membership, service delivery, staffing, volunteer management, data management, and budgets, and delegating authority as appropriate and necessary.

**II. Functional Responsibilities of the Executive Director shall include:**

- Facilitate Membership growth and retention with the assistance of the Director of Membership that is in alignment with the Board of Director's strategic goals and objectives.
- Facilitate the growth, capacity, and quality of Canopy Volunteer efforts with the assistance of the Director of Volunteers that is in alignment with the Board of Director's strategic goals and objectives.
- Manage of service providers and volunteers vetting process.
- Oversee all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted accounting principles, Board of Directors' policies and all other applicable rules and guidelines.
- Assure timely and satisfactory response to all member requests for services or assistance, providing direct response when other staff or volunteers are not available.
- Provide administrative support to all activities associated with the Board of Directors and committees such as meeting schedules, locations, development of agenda and meeting materials.

**III. Relationship Responsibilities of the Executive Director are:**

- Reports directly to Canopy's Board of Directors, and carries out its mission working with staff and trained volunteers.
- Supervises and assumes oversight of Director of Volunteers, Director of Membership, Volunteers, and third party vendors working on behalf of Canopy
- Executes all aspects of human resource management including but not limited to hiring and termination of other Canopy staff, developing position descriptions, setting compensation, and applying board-approved employee policies and benefits in accordance with federal and state requirements.
- Engages in strategic liaison activities with other organizations aligned with our mission, and promote Canopy in the community and nationally.
- Supervises support staff, consultants and board members in the active development of funds from all appropriate sources.
- Collaborates with the Board of Directors and members to evaluate, and change as necessary, member benefits and service providers to maximize the use of community services and supplement them where necessary.