GOSHEN COMMUNITY CARE POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR

Goshen Community Care (GCC) is seeking a dynamic, mission-driven **Executive Director** (ED) to lead our team. This is an exceptional opportunity for a seasoned professional to shape the organization's next chapter.

About Goshen Community Care

Goshen Community Care ensures Goshen residents, particularly older adults and neighbors facing hardship, have access to meaningful social connections, trusted support, and coordinated services that help them remain independent, engaged, and rooted in community across all stages of life.

We do this through social, educational, and fitness programs; regular outreach to older neighbors; short-term meal support following hospital or nursing home stays; assistance with medical appointment transportation; end-of-life referrals and respite assistance; and bereavement support for the community.

The following core values are central to our work:

- **Community First:** We put the needs and wellbeing of Goshen residents–especially older adults–at the center of everything we do.
- **Dignity, Respect and Inclusion:** We honor each individual's autonomy, welcome all without judgment, and ensure older residents feel valued, included, and supported.
- **Compassion in Every Interaction:** We show up with warmth, kindness, and a relationship-centered approach. There is always a friendly face at the door or voice on the line.
- **Building Connection Across Generations:** We strengthen Goshen by creating opportunities for neighbors of all ages to connect, support one another, and feel part of community life.
- **A Trusted Community Hub:** We serve as a reliable coordinating resource–guiding residents to services, referrals, and additional supports with clarity and care.
- **Collaborative Partnerships:** We actively work with town, regional, nonprofit, and faith partners to expand our reach and strengthen our community capacity and impact.
- **Powered by Volunteers:** We grow through the generosity, talent, and partnership of volunteers who help sustain and expand our mission.



The Opportunity

The Goshen Community Care team is expanding and seeking a part-time Executive Director to take the organization to the next level. The incoming ED will bring strategic leadership, community engagement experience, and a passion for service while strengthening GCC's programs, fundraising, and organizational infrastructure for long-term sustainability and growth. With a supportive board, competent staff, dedicated volunteers, a solid financial foundation, and a community that genuinely loves this organization, this is an opportunity to make an outsized impact in a small town.

The Executive Director will serve as the lead staff member, responsible for translating the board's vision into organizational reality. The ED will lead externally — cultivating donors, engaging the community, and serving as the public face of the organization — while ensuring that internal operations, staff, and programs run with excellence. The ED supervises all staff and volunteers and reports to the Board of Directors Executive Committee. As the organization continues to develop and the board transitions from operational involvement to governance, the ED will have ownership over day-to-day leadership and decision-making.

Key Responsibilities

Leadership & Vision

- Ensure programs, services, communications, and fundraising activities remain aligned with the organization's mission and strategic plan.
- Become the face of GCC by representing the organization throughout the Goshen community and surrounding areas.
- Regularly attend GCC initiatives, support the programming and outreach efforts of the staff, and develop positive relationships with participants.

Team & Volunteer Leadership

- Manage staff schedules, staff meetings, and performance reviews.
- Coordinate hiring, onboarding, human resources policies, and employee documentation.
- Build positive relationships with existing volunteers.
- Develop the volunteer base by actively recruiting community members. Assist with the onboarding and scheduling of volunteers.
- Coordinate staff and volunteer recognition activities.

Fundraising & Communications

- Serve as GCC's chief development officer, cultivating donor relationships, stewarding supporters, and expanding philanthropic investment in GCC's mission.
- In collaboration with the Board of Directors, create a fundraising strategy to grow the organization's assets.
- Foster relationships with grantmaking bodies, submit grant submissions, and ensure timely follow-up reporting.



- Develop and implement strategies to raise awareness about the organization's services, activities, and success stories. Manage the website and social media platforms.
- Lead organizational communications and storytelling efforts that increase visibility, engagement, and donor support via regular publications, advertisements, and mailings.

Operational Oversight

- In partnership with the Board of Directors and external financial advisors, ensure healthy fiscal management of resources.
- Identify and address organizational infrastructure gaps, including systems, technology, policies, and processes to support a growing organization.
- Guarantee compliance with all applicable nonprofit governance, legal, and financial requirements.

Board Partnerships

- Support the board's transition from operational involvement to governance by building staff capacity so the board can govern rather than manage day-to-day operations.
- Provide regular feedback to the board.
- Prepare monthly operational reporting; attend and actively participate in board meetings.
- Assist with the recruitment and onboarding of new board members.

Qualifications

- Understanding of the needs of older adults and a passion for serving this community.
- Demonstrated ability to think strategically, solve problems proactively, and independently drive projects to completion.
- 2-4 years managerial experience, leading a team, or in a nonprofit setting.
- Confident communicator with experience in marketing, program promotion, and public outreach.
- Energetic, positive, flexible attitude, with the ability to thrive in a growing organization.
- Ability to manage multiple priorities while maintaining a high level of accuracy and attention to detail.
- Proficient and experienced using Microsoft Office Suite, WordPress, and other platforms.
- Financial management experience such as creating and managing a budget, reporting on budgetary measures, and knowledge of financial best practices in the nonprofit environment.
- Demonstrated success in fundraising — individual giving, events, and grants.
- Familiarity with small-to-mid-size nonprofit operations and governance.
- Understanding of the unique opportunities and challenges of Goshen and the surrounding rural communities.

Hours and Compensation

- This is a part-time salaried position, with a flexible 20-25 hours per week.
- Occasional evening and weekend hours will be expected.
- The salary range for this position is between $40,000 - $50,000, commensurate with experience.
- Other benefits are negotiable, following a successful one-year employment period.

Application Process

Qualified candidates should submit a cover letter, resume, and three professional references via email to Tricia Poirier, Board Vice President, at ptrish.poirier@gmail.com.

Goshen Community Care is an equal opportunity employer and is strongly committed to building and maintaining a diverse and inclusive community. We encourage applications from people of all backgrounds, including people of color, persons with disabilities, women, and LGBTQ+ applicants.