



## *Neighbors Helping Neighbors*

### **Job Description**

**Title:** Director of Community For Life  
**Reports to:** CEO  
**Pay:** Based on experience  
**Status:** Exempt

**About the Organization:** Partners In Care Maryland, Inc. (PIC) is a 501c3 non-profit organization whose mission is to empower older adults to age in the community through a unique culture of service exchange. Established in 1993, PIC provides neighborly, niche services such as transportation, handyman repairs, social gatherings, and case management services to ensure that our older neighbors continue to age in their own homes safely, independently, and with dignity

**About Community for Life:** Maryland Community for Life (CFL) envisions a more just and prosperous future for all adults over 60 by offering assistance that allows seniors to maintain their independence. Maryland Community for Life is a first-in-the-nation program that delivers a package of standard services to adults over 60 to help them age-in-place. The core CFL services are home maintenance, service navigation, and transportation. The Maryland Community for Life program currently serves 11 of Maryland's 24 jurisdictions.

### **Responsibilities:**

#### Program Management:

- Establish, promote and oversee the success of the Community for Life Programs (CFL) in the jurisdictions engaged in the program.
- Recruitment and supervision of CFL-specific volunteers and staff, marketing to and recruitment of members, and community outreach.
- In partnership with the State, develop marketing materials to promote CFL and monitor the return on investment.
- Monitor all PIC/CFL programs to ensure we are in compliance with the state of Maryland's minimum services, including reporting and training requirements.
- Report to senior management on program status, providing weekly membership reports, quarterly reports, and service utilization data reports that summarize progress on work plans.
- Participate in Maryland Department of Aging meetings and training; create and submit monthly reports as required.



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[Partnersincare.org](http://Partnersincare.org)

410-544-4800

#### Community Outreach:

- Collaborate, direct and monitor all Community for Life (CFL) service navigators to expand the brand and increase membership.
- Identify, monitor, and track the implementation of promotional activities and the effectiveness of those campaigns.
- Represent Partners In Care Maryland and promote the Community for Life (CFL) program at community events.
- Facilitate and/or deliver capacity-building presentations to the local community.
- Develop and maintain partnerships with local organizations for program promotion and fundraising.

#### **Qualifications**

- Ability to work cohesively within the PIC structure of best practices, policies, and standard procedures and to engage with PIC program leaders as valued partners.
- A passion for fostering high-profile external partnerships.
- Experience working with the senior population.
- 4 or more years of experience in community relations, sales, program development, and management.
- Experience working with program development.
- Ability to think strategically, drive analysis and solve problems quickly and effectively.
- Ability to manage concurrent work plans across different counties.
- Excellent written and verbal communication skills.
- Proven ability to drive the sales process from start to finish.
- Excellent listening, negotiation, and presentation skills.
- Proven ability to articulate the distinct aspects of services and products.
- Knowledge of how to develop client-focused, differentiated, and achievable solutions.

**Comments:** E.E.O.C. Interested Candidates should respond to this job post site or send a resume and cover letter to [careers@partnersincare.org](mailto:careers@partnersincare.org) with the job title in the subject line or mail to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122.