



Fenaroli & Associates

Jackson County
Seniors Fund

Executive Search
President & Executive Director





Jackson County Seniors Fund

The Jackson County Seniors Fund was established under Missouri law (Section 67.990, RSMo.), which allows counties to dedicate local tax revenues towards services that support adults aged 60 and older aging in community.

In November 2024, Jackson County joined more than 50 Missouri counties that have made this commitment to senior populations. All revenues generated by the levy remain in Jackson County and are used exclusively for programs that benefit older adults aging in community.

The Fund operates under both state statute and two county ordinances. The governing documents are available for public review on our website.

www.jacksoncountyseniorsfund.org

MISSION

The Jackson County Seniors Fund (JCSF) is an advocate for the well-being of seniors residing in Jackson County and receives and invests public tax dollars in services that help older adults live and thrive with dignity, independence, and connection.

VISION

We envision a future where every older adult can live, age, and belong in community on their own terms, supported by a strong community network.

VALUES

The Jackson County Seniors Fund values Stewardship, Transparency, and Impact. The vision statement describes the regional social condition JCSF is working toward. The values statement defines how decisions will be made and how the organization will conduct itself in every context, from grantmaking to public communication.

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These are not aspirational statements kept at arm's length from operations. Each of the respective statements have explicit, written expectations for organizational conduct and defined parameters for grantmaking decisions and public communication. The structure is intentional. It connects what JCSF says it believes to what it actually does, and it gives the Board and the administration a consistent basis for evaluating whether its actions are aligned with its stated commitments.

Community Trust is included not as a fourth value but envisioned as the outcome that follows when the first three are practiced with discipline. Trust will evolve when JCSF manages public funds responsibly, communicates openly, and directs resources toward meaningful outcomes.

BOARD OF DIRECTORS

A seven-member Board of Directors oversees the Jackson County Seniors Fund, including stewardship of revenues and administration of grants. Board members represent Jackson County's legislative districts and are appointed through the county's standard boards and commissions process.

The Board is committed to sound stewardship of funds, and to efficient, impactful and transparent grantmaking.

Patricia Macdonald

District 4

Chair

Debra Ann Doyle

District 2

Rita Cortés

District 1

Vice Chair

Gary Thompson

District 1

James Riesselman

District 3

Secretary/Treasurer

Susan Culpepper

District 5

Jami Henry

District 6



Executive Position Summary

Job Title: President & Executive Director

Reports To: Board of Directors

The Jackson County Senior Citizens' Services Fund a/k/a Jackson County Seniors Fund (JCSF), a Missouri nonprofit, is seeking a highly skilled, executive-level professional to serve as the organization's first President & Executive Director

The President & Executive Director (Executive) of JCSF (Organization) serves as the Organization's chief executive officer and will work in a collaborative and productive relationship with the Organization's Board of Directors. The Executive, in consultation with the Board of Directors, establishes organizational strategy and leads the strategy execution. The Executive is responsible for the operational oversight, financial health, public representation, and the overall strategic leadership to ensure the Organization's mission is fulfilled.

As JCSF evolves during its first five years of existence, the following three strategic points encapsulate the Board's vision for the near-term future:

1. Well thought-out and functional grantmaking processes and systems that align with the Organization's mission, vision, values and grantmaking priorities for the region
2. Earning a public-facing reputation for transparency, fairness, efficiency and community impact.
3. Establishment of strategic data collection that facilitates ongoing grantmaking decisions and public communication about the levy's impact on the region

KEY RESPONSIBILITIES

Key responsibilities are multifaceted:

- **Operational Management:** Manages the Organization's daily activities, establishes administrative and grantmaking processes and policies, ensures accurate reporting and that operations are efficient, effective and aligned with the Organization's mission, vision and values. In collaboration with the Board, establishes data collection priorities and implements and oversees processes to collect said information.

- **Team & People Leadership:** With prior Board approval for new positions, the Executive is responsible for thoughtful and financially efficient hiring and fostering a positive organizational culture.
- **Board Governance:** Facilitates the Board's recruitment of new Board members, tracks Board tenures, ensures Board meetings are appropriately memorialized, published and filed.
- **Financial Management:** Facilitates, with the Board, development of the Organization's annual budget, which is approved annually by the Board. The Executive manages cash flow, aligns all human and financial resources strategically to ensure spending occurs in an efficient and thoughtful manner, and that organizational debts are satisfied in a timely manner. The Executive ensures all aspects of the Organization's operations are in compliance with governmental regulations and other legal frameworks.



- **Engagement of Communities, Partnerships, Public Relations & Advocacy:** The Executive has sound public-facing discernment and serves as the Organization's advocate and primary community-facing spokesperson; maintains healthy, appropriate and productive relationships with vendors and other stakeholders and is the Board's liaison to partnerships with other community organizations, vendors and stakeholders; and ensures public-facing and published information pertaining to JCSF is well developed and accurate.

QUALIFICATIONS & QUALITIES

The chosen candidate will be someone who engenders public confidence at every social stratum and has prior experience establishing and sustaining appropriate, productive and efficient professional relationships. The candidate will also have the following skill sets, experience and qualities:

- Strong passion for, and experience with, sustaining nonprofit, organizational excellence
- Passion for creating public good, and special interest in the well-being of senior citizens regardless of social status or demographics
- A well-developed leadership style with a collaborative-leadership spirit
- Prior volunteer Board management
- Excellent verbal and written communication skills and style, and sound professional discernment
- Ability to align ambition and resources strategically
- A commitment to inclusive service, evidenced in current or previous leadership roles
- An open, flexible and curious spirit
- Supreme social and interpersonal skills in social and business contexts
- Humility and a delight in supporting the best work in others
- Prior grant making experience is extremely helpful but not required, yet serious candidates must have innate curiosity, enthusiasm and experience with managing mission-driven public service efforts
- Integrity in all things

MINIMUM QUALIFICATIONS & SKILLS

- **Education:** Bachelor's degree
- **Experience:** 2-5 years of Executive-level nonprofit leadership
- **Soft Skills:** "Humble confidence," be a compelling and efficient storyteller, and possess high emotional intelligence
- **Technical Skills:** Proficiency in budget management, task delegation, and digital savvy for modern operations

LEADERSHIP COMPETENCIES

The ideal candidate will be:

Entrepreneurial & Dynamic	Collaborative & Communicative
Relationship-Oriented	Discerning & Astute
Goal-Driven	Passionately People-Focused

JCSF offers a competitive salary and benefits package within a collaborative, mission-driven environment grounded in community, integrity, authenticity and impact. We are committed to investing in leadership through ongoing professional growth and development opportunities. Our culture prioritizes learning, reflection and collaborative accountability, supporting staff to grow alongside the communities we serve.

The Organization anticipates making its decision by November 30, 2026. Interested and qualified candidates are encouraged to **apply** in complete confidence by providing materials requested below with these guidelines:

- A cover letter of no more than 1.5 pages
- Resume or CV
- Names of four professional references, including email and phone contact information
- Each file should have the applicant's name included as part of the file name and be submitted as separate .pdf documents.

About Fenaroli & Associates

Fenaroli & Associates is a leading specialist in identifying and recruiting high-performing board members and senior level executives, ranking in the top 1% of all executive search partners in the U.S. In searches across industries for all positions, we are committed to ensuring clients see a diverse slate of candidates and recognize the value that diversity brings to organizations. We specialize in results-oriented, senior-level placements that drive our clients forward and look forward to placing the ideal candidate for this national search. For more information, contact:



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