

The Northeastern Illinois Area Agency on Aging is accepting applications **through March 1, 2018** for the position of:

COMMUNITY PLANNING DIVISION MANAGER

Northeastern Illinois Area Agency on Aging, a well-respected and well-established non-profit agency serving older adults and their families living in the collar counties of DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will is seeking a Community Planning Division Manager. This position reports to the Executive Director and is responsible for the effective management of the Community Planning staff assuring representation in local communities for the purpose of promoting and informing citizens and public officials about aging issues and concerns through its Advocacy, Coordination, Program Development and Quality Assurance activities. Primary responsibilities include:

- Development of the Area Plan, including the needs assessment and public hearing processes and the allocation of Federal and State resources
- Staffing of the Advisory Council and the Board of Director's Planning Committee
- Assures Agency service and funding priorities, program development policies and service delivery standards are appropriate
- Collects and disseminates information regarding interagency coordination at the State, Regional and Federal levels
- Designs and implements research projects and new program initiatives
- Reviews and analyzes pertinent legislation and Federal and State policy
- Assures services funded by the Area Agency are coordinated with other appropriate services, programs and agencies at the State, Federal and local levels

The ideal candidate should have a minimum of five years' experience in working with broad based social service programs, including some experience in program planning and development for targeted populations. A graduate (Master's) degree or its equivalent experience in social science or related field is required.

This is a full-time position with excellent fringe benefits and a great working environment. Salary is commensurate with experience, beginning at \$60,000. The Agency on Aging is an equal opportunity employer.

To apply send cover letter, resume and a writing sample to
info@ageguide.org

Attention: Executive Director

Requested information must be submitted electronically by Thursday, March 1, 2018