



Job Opening

Executive Director

Senior Alternatives in Transportation (SAINT) is a high-impact volunteer transportation organization with a proven record of providing mobility to those members of the community disadvantaged by limited or no transportation alternatives. We have been providing door-to-door mobility for forty years to residents of Fort Collins and Loveland who are over 60 or are disabled and unable to drive. These services allow individuals to maintain their independence and improve their quality of life.

The strength of SAINT is its large cadre of volunteers (currently 100) who are willing to contribute their own automobiles and their own time driving to provide this much needed service. The challenge and the opportunity for an Executive Director in this position is to lead the organization on a path that sustains and enhances SAINT's capacity to meet the needs of our growing aging population and the needs of persons with disabilities.

Essential Functions of the Position

- Overseeing daily operations and responding to situations as they arise.
- Supervising the small staff which includes the volunteer co-coordinator and two schedulers.
- Preparing and tracking the agency budget and adjusting as needed.
- Preparing the reports required by various funding sources.
- Completing "business office functions" including processing payroll, receivables, and payables; and maintaining records of revenues and expenditures.
- Working with the Board Treasurer to reconcile accounts monthly.
- Seeking out revenue sources and writing grants as appropriate.
- Coordinating at least six Board of Directors meetings a year.



SAINT Volunteer Transportation

- Reporting to the Board regarding operations and financial status at Board of Directors meetings.
- Arranging for and assisting in an annual audit, including making adjustments as recommended by auditors, and reviewing with Board of Directors.
- Assuring that both the Director and the Volunteer Coordinator are cross trained in essential functions, especially the ability to step in for schedulers.
- Keeping abreast of weather conditions and making the decision to cancel rides if weather presents a hazard to riders and/or drivers.
- Participating in local and regional committees that focus on transportation and senior issues.
- Promoting SAINT at community events.

Nonessential Functions

- Performing special studies and projects arising from program needs or requests of the Board of Directors.
- Attending workshops, seminars, and conferences to keep abreast of trends in volunteer transportation and non-profit fund-raising strategies.

Knowledge, Skills, & Abilities

- Communicating clearly and concisely, both verbally and in writing.
- Strong supervisory skills.
- Knowledge of employment laws and regulations.
- Knowledge of current tax policies and reporting requirements.
- Strong time management skills.
- Sensitivity to the issues of the elderly and disabled.
- Public and governmental relations.
- Conflict resolution skills.



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- Computer systems and software proficiency in QuickBooks, MS Office, a web-based scheduling system, and a web-based donor management system or ability to become proficient in these systems and software.

Physical Requirements

- Strength: Sedentary.
- Movement: Occasionally including stooping, reaching, handling, fingering, and climbing a flight of stairs.
- Auditory: not limited with talking or hearing.
- Vision required: near acuity and far acuity.
- Equipment: office equipment.
- Computer use: very frequent.
- Driving: occasionally.

To Apply:

Email your resume, cover letter, and contact information for two references, with "Executive Director SAINT" in the email subject line to:
saint@saintvolunteertransportation.org

Application deadline: November 10, 2023