



Plum Landing
Fox Valley's Premier Retirement Community

The Mighell Fund, Inc.
d/b/a Plum Landing
Executive Director

Position Overview:

The Mighell Fund, Inc., (doing business as Plum Landing) is seeking a new Executive Director. This is a full-time salaried position located in Aurora, Illinois. The Executive Director of The Mighell Fund works under and with the guidance of the Board of Directors and in accordance with The Mighell Fund's articles of incorporation and bylaws. The Executive Director will plan, organize, and exercise control over operations of Plum Landing including strategic planning, asset management oversight, and day-to-day operations.

In 1962, Plum Landing Retirement Community opened its doors as a not-for-profit organization, providing a secure environment in a quiet and peaceful setting for active adults, 55 and better, who wish to live independently. Plum Landing Retirement Community was the dream of Ida Mighell, a school teacher and principal. Miss Mighell made provisions in her estate to build comfortable housing, designed specifically for active retired seniors. The result was a beautiful, six-story building in a park-like setting along the Fox River: Plum Landing is proud of its reputation for being a true community where individualism is encouraged and respected.

The Mighell Fund is governed by a nine-member Board of Directors, many whom work in the Aurora community and have had family who reside at Plum Landing. Between board meetings, the Executive Director shall work with Board Committees to ensure the on-going oversight and operation. The property consists of sixty-two studio and one-bedroom apartments, the "Little House", and the "Stone House". In addition, rent includes a full-service dining room with daily noon and evening meals prepared on-site.

Responsibilities:

The Executive Director's primary role is to provide the overall leadership and management for the success of this premier senior living community.

Director's general responsibilities are as follows:

1. Implement Plum Landing policies and procedures as established by the Board of Directors.

2. In collaboration with the Board of Directors and the Finance Committee, promote Plum Landing financial stability as a 501.c.3 nonprofit corporation by mutually developing an annual operational budget, safeguarding Plum Landing capital assets and investments, ensuring the timely preparation of board reports, monthly financial statements as well as providing the documentation for an annual audit and IRS Form 990.
3. Work with the Board of Directors on strategic planning and long-term financial forecasting to ensure the provision of ongoing, responsive, and effective Plum Landing operations.
4. Manage building occupancy including budgeting, qualified staffing, and overall operational oversight.
5. Oversight of all areas of the building and grounds maintenance, licensed contractors, Plum Landing staff, and general contractor. This is in collaboration with the Board and their Building Committee.
6. Strong communication skills including verbal, non-verbal, and written for residents, their families and friends, and staff-both paid and volunteer.
7. Responsible for overseeing all areas of Human Resources including hiring, training and development, supervising, communicating, and disciplining as necessary. In conjunction with the Board President, ensure the appropriate lines of communication between staff and Board of Directors.
8. Manage relationships with donors and recognize opportunities for philanthropy. Maintain market awareness of key trends to anticipate future needs and develop new programs that best meet those needs.
9. Be engaged and community-oriented in educating the public about Plum Landing, their environment, and the community they serve; serve as the interface with the media, donors, and other groups.

Qualifications:

Desired personality attributes:

- Intelligence and common sense
- Hospitable and Empathetic
- Problem-solving mindset
- Versatility, adaptability, and flexibility
- Personal drive, energetic, and engaging
- Strong set of interpersonal and communication skills
- High level of sociability

Desired leadership skills include ability to:

- Set strategy and exemplify a continuous improvement mindset.
- Take ownership for decisions and initiative for actions.
- Manage through complex and ambiguous circumstances
- Maintain an internal and external focus by creating innovative solutions and fostering wide-ranging stakeholder relationships

- Deliver results through skillfully allocating resources, driving accountability, and establishing operational excellence
- Build strong teams by developing, motivating, and engaging others.

Desired Professional Experiences include having:

- Worked with a non-profit board of directors and has an understanding of non-profit organizations and their unique governance structure.
- Managed key stakeholder relationships in the community including residents, families, vendors, partners, and sponsors.
- Managed volunteers and staff.
- Been visible in the community, conducted public speaking, and worked with the media.
- Successfully developed and 'rolled out' programs and initiatives.
- Managed organization finances and facilities.

Requirements:

- Undergraduate degree (Master's degree preferred) and professional experience.
- Valid driver's license and insured automobile.
- Knowledge of and relationships within the Fox River Valley—local candidates highly preferred
- Strong focus on customer service, hospitality, and marketing
- Knowledge and compassion to issues related to aging
- General knowledge of building management and systems
- Excellent interpersonal skills and management experience
- Strong leadership, financial, operational, and organization management

Salary and Benefits: Competitive and commensurate with experience

Nominations/Applications:

For confidential consideration, please forward cover letter, salary requirements, and resume to:

Board of Directors Search Team
e-mail: PlumLandingHR@gmail.com
No phone calls please