



**Executive Director**  
Flexible Location, US

## EXECUTIVE SUMMARY

TimeSlips, an award-winning, international non-profit that brings meaning and joy to late life, seeks nominations and applications for a new Executive Director. TimeSlips is poised to build on two decades of success to elevate the visibility of TimeSlips' innovative approach to elder engagement and inspire and train individuals and communities across the country and around the world to create beauty and joy in daily interactions with aging adults.

So many of the daily interactions of aging adults are focused on medical treatment, which can often feel discouraging and isolating. With a growing population of older adults in the US, every community is faced with building better models of care and improving the lives of elders, including those facing dementia and other forms of isolating disability.

TimeSlips offers hope and improves well-being by teaching family, friends, professional caregivers and any community member who interacts with elders to use the emotional and symbolic language of the arts to invite elders into meaningful connection. With significant research showing the positive impact of TimeSlips' programs, the organization provides a new model for joyful interaction and care in communities. To recognize its bold vision - that creative expression, growth, and meaning is available to us at every stage of life, no matter where we live or our abilities – TimeSlips is expanding rapidly and poised for additional significant impact.

To lead that growth, the Executive Director will work collaboratively with Anne Basting, Founder and Board President, the full Board of Directors, a dedicated and highly motivated staff, and a variety of community stakeholders and partners. Together, they will execute and refine a recently adopted membership and partnership scaling strategy to pursue and prioritize emerging opportunities, identify, and cultivate new partnerships, and build organizational sustainability designed to scale impact to a more significant extent.

Internally, the Executive Director will oversee operations and finance, and promote a culture of collaboration, joy, wonder, and care to ensure that all aspects of the organization's work remain rooted in the mission. The Executive Director will work closely with a deeply committed and engaged Board and staff to promote a culture of mutual learning that deepens capacity for strategic engagement, governance, and growth.

The new Executive Director will be a creative and compassionate leader who brings a personal passion for helping aging adults and their families, caregivers, and care organizations, and recognizes their collective power to effect positive change. The ideal candidate will be a strategic and emotionally intelligent leader with experience successfully scaling impact through partnerships and members and the proven ability to manage a virtual team that fosters joy, innovation, creativity and caring.

## TIMESLIPS OVERVIEW

Founded by MacArthur and Ashoka Fellow Anne Basting, TimeSlips is an innovative organization that harnesses the power of creative engagement to bring meaning and purpose to the lives of every older adult, including those dealing with the effects of dementia. TimeSlips aims to change the way society understands and experiences aging by enabling family, friends, professional caregivers, and all community members who interact with elders to have meaningful, emotional connections and by infusing creativity into our care systems to inspire staff to invite elders to imagine and express themselves.

Beginning with one volunteer in 1998 and established as an independent nonprofit in 2013, TimeSlips has fostered partnerships with organizations and individuals all over the world, resulting in a robust creative engagement network. Through a suite of programming and techniques that build on the imaginations and creative abilities of older people and those in care relationships with them, TimeSlips provides inspiring training, tools, and resources to spark creative engagement regardless of physical or cognitive ability. TimeSlips delivers a variety of online training, resources, and activities to individuals, organizations, family, friends and all community members who interact with elders. TimeSlips creative engagement techniques have been proven to have a positive impact on the health and wellbeing of those dealing with the effects of aging and dementia and those caring for them. TimeSlips' core principles include:

- Saying Yes, And!
- Asking Beautiful Questions
- Offering Proof of Listening
- Opening to a Sense of Wonder
- Committing to rigor and to the value of all human beings
- Finding meaning and purpose by connecting our personal expression to the larger world

Today TimeSlips operates on a budget of approximately \$750,000 with 6 full and part time staff members. For more information on the evidence supporting TimeSlips' work, please visit: <https://www.timeslips.org/impact/research>.

## OPPORTUNITIES AND RESPONSIBILITIES

The next Executive Director joins TimeSlips at a time that is rich with opportunity and will enjoy the support of a passionate, diverse, and engaged staff and Board as the organization begins to implement a new membership and partnership impact scaling strategy. The Executive Director can expect to engage in the following opportunities and challenges:

**Collaboratively provide strategic vision and leadership for the growth of TimeSlips understanding what is needed to meet ambitious goals for impact and recognizing and holding true to its strengths and unique culture.** The Executive Director will promote operational systems, team structure, and organizational culture to enable organizational growth, facilitate prioritization of new opportunities, and foster collaboration and innovation. The ED will also review organizational staffing and systems needs to help build energy and capacity for TimeSlips' growth.

**Oversee effective operational management, administration, and budget / fiscal functions while maintaining fidelity to a virtual and inspiring work environment.** The Executive Director will manage a small team of full-time, part-time and contract staff and contribute to the implementation of daily operational activities. The ED will be an adept mentor and coach, recognizing and developing the unique talents of each team member and evolving a staff management and performance structure for goal setting and reviews. In collaboration with appropriate staff, The ED will also oversee TimeSlips financials and lead on all agreements and contracts, the audit process, and the implementation of new financial practices.

**Provide vision and leadership for sustainable revenue and manage and support implementation of strategic fund development.** The Executive Director will lead the transition to the membership and partnership impact and operational scaling strategy. The strategy will result in the organization being primarily supported (80%) by earned revenue while leveraging philanthropy and government support for specific programs and for innovating new offerings that strengthen membership and partnerships. TimeSlips' has an existing and historically strong base of private support that can be leveraged to fund the capacity investments needed to implement this new scaling and operational model and support the organization's growth and development for years to come. The ED will lead relationship stewardship and contribute to and track grant proposals and reports to ensure timely and thoughtful submission.

**Represent TimeSlips to external constituencies with a variety of stakeholders.** In coordination and conjunction with the team, the President and and the Board, the ED will build TimeSlips' presence and reputation across a wide range of non-profit, governmental, advocacy, research, and industry forums, to expand TimeSlips' impact and build awareness among caregivers and family members.

**Provide leadership for TimeSlips' commitment to being an anti-racist organization.** In a [June 2020 letter to our community](#), TimeSlips made a public commitment to become an anti-racist, multicultural organization. While we are early in this journey, there is a deep commitment on the part of the Board and staff to make real progress and the Executive Director will be expected to create a multi-year plan for this and to ultimately make this commitment a reality.

**Serve as thought partner and collaborator to the Founder and Board President.** Build a strong partnership with the President, leveraging her energy, perspectives, and expertise in the advancement of the organization's strategic growth and external engagement efforts.

**Support ongoing Board development and governance.** Proactively engage with current and prospective Board members, leveraging a diverse set of advisors to promote the organization's impact efforts. Collaborate with the Board President on board expansion and planning. Manage Board logistics and facilitate practices that promote effective governance principles and sustainable functioning.

## **QUALIFICATIONS OF THE IDEAL CANDIDATE**

While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- At least 7 years of leadership and management experience and a track record of effectively leading regional and/or national scaling of a performance- and outcomes-based organization.
- Past experience leading or working in social impact organizations whose business model results in the majority of revenue from non-philanthropic or grant resources. Preferred experience with membership and partnership sustainability model.
- Ability to recognize and capitalize on growth opportunities while staying mission and model aligned.
- Demonstrated experience in or understanding of education technology – specifically developing and evolving a platform that delivers online training, resources and allows customers to interact with the organization creatively and to shape future offerings.
- A leadership and management style that exemplifies respect, transparency, teamwork, and accountability, and supports a staff of different cultural and educational backgrounds; An appreciation of the existing success and history of TimeSlips’ unique journey;
- Unwavering commitment to impact, quality programs and data-driven program evaluation, with the ability to understand emerging research and translate that research into data-informed practice and policy ideas;
- Excellence in organizational management with the ability to coach staff, manage, and develop collaborative, high-performing teams, and set and achieve strategic objectives;
- Past success working with a Board of Directors and the ability to grow and cultivate board member relationships;
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures;
- Demonstrated experience in budget preparation for multi-year, multi-million-dollar grant applications and reports. Experience working collaboratively to refine and enhance budgeting practices, drive financial planning, and manage financial audits;
- Excellence in authentic written and verbal storytelling skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Appreciation of elder care and/or arts industry disciplines and markets and the proven ability to foster and manage creativity in those spaces.
- Action-oriented, entrepreneurial, and adaptable; with proven ability to utilize innovative approaches to business planning;
- Flexible and humble, with an ability to share credit and spotlight others’ contributions;
- Proven commitment to nurturing diversity and equitable practices in an organization; and
- Experience successfully working in a virtual office while fostering collaborative, creative, and joyful relationships and interactions.

### **SALARY AND COMPENSATION**

The target salary range for the Executive Director position is \$120,000 to \$150,000 per year, commensurate with experience. Current benefits for full-time employees include 20 days of paid

vacation, 11 paid holidays, health insurance, an annual tech allowance, sick leave, family medical/parental leave, bereavement leave, and ability to make pre-tax contributions through payroll to the employee's own retirement plan. TimeSlips values and recognizes the talents, strengths, and needs of the whole individual and strives to provide flexibility and equity in its approach to compensation.

### **TO APPLY**

More information about TimeSlips may be found at: <http://www.timeslips.org/>.

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Applications including your resume and a cover letter describing your interest, qualifications, and where you learned of the position should be sent to [ED@timeslips.org](mailto:ED@timeslips.org)

**TimeSlips is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply.**