



NORMANDALE CENTER FOR
Healing & Wholeness

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Position: Executive Director, Normandale Center for Healing and Wholeness (NCHW)

Reporting to: Board of Directors, NCHW

FTE: 0.8 FTE (32 hours per week)

The Normandale Center for Healing & Wholeness is seeking a new Executive Director to provide visionary and strategic leadership for the Center, advancing its values and mission, strengthening its programs and partnerships, and ensuring its long-term organizational and financial vitality. The Executive Director will lead a committed team of staff and volunteers and work in partnership with the Board of Directors and Normandale Lutheran Church to shape the Center's next chapter of service and impact.

Who We Are

For more than 25 years, the [Normandale Center for Healing & Wholeness](#) has served seniors, their family members, friends and caregivers to provide support for healthy aging in spirit, mind, and body. The Center promotes independent living, inspires health and wellness and provides opportunities for meaningful social connection through its educational programming and evidence-based workshops.

The Center's approach is relationship-based, building on the capacity and strengths of the senior and family. It strives to alleviate isolation, maintain mental, physical and emotional health, extend independence, enhance quality of life and relieve the caregiver burden.

Role Description

The Executive Director provides overall leadership and direction for the Center for Healing & Wholeness and is responsible for advancing its mission, strengthening its impact, and positioning the organization for a sustainable future. In partnership with the Board of Directors, the ED leads strategic planning and helps articulate a compelling vision for how the Center can continue to respond creatively to the changing needs of older adults, caregivers, and the wider community.

The essential responsibilities of the role include:

- Direct and develop staff and volunteers, including hiring, supervision, performance management, and staff development, while cultivating an organizational culture grounded in collaboration, relationship, accountability, and the Center's mission and values.
- Lead the development, implementation, and evaluation of programs and services, translating strategic goals into action, identifying emerging needs and opportunities, and ensuring that the Center's work remains innovative, effective, and mission-aligned.
- Provide strategic leadership for the Center's financial sustainability, including development and oversight of the annual budget, utilizing financial management and accounting tools to track and evaluate performance and ensure responsible stewardship of the Center's resources.
- Cultivate diverse and sustainable sources of revenue through grant development and stewardship, managing donor relationships, the identification of new funding, services, and partnership opportunities.
- Ensure the Center fulfills its legal, financial, corporate, and nonprofit obligations, including appropriate reporting, policies, filings, financial reviews, and organizational records utilizing reporting and analytical tools, as required.
- Serve as an ex-officio, nonvoting member of the Board of Directors, working closely with the Board Executive Committee to support effective governance, strategic planning, financial oversight, and communication of the Center's progress and impact.
- Develop and strengthen relationships with community partners, funders, congregations, health and aging organizations, and others serving older adults and caregivers locally and regionally.
- Serve as a visible leader and ambassador for the Center, representing the organization publicly, sharing learning and insights emerging from its work, and seeking opportunities for collaboration that extend its reach and deepen its impact.
- Lead and engage in direct project implementation and service delivery, as required. Includes meeting any training and certification requirements from unique grant or contract sources for successful billing and implementation (opportunities for relevant certifications and training will be provided).
- Work in partnership with Normandale Lutheran Church, including its pastoral and staff leadership, to strengthen the Center's relationship with the congregation and advance shared ministry and collaborative opportunities.

This position is 0.8 FTE (32 hours per week), generally structured as a flexible four-day work week. The position requires regular on-site presence, as well as occasional evening and weekend responsibilities. The Executive Director reports to the Board of Directors and currently supervises seven direct reports.

Compensation and benefits will be competitive with comparable executive leadership positions in nonprofit, community health, and aging-services organizations and may include health care benefits, paid time off, retirement, disability and life insurance, continuing education and professional development opportunities. The anticipated

salary range for this position is \$75k - \$110k at 0.8FTE and will be commensurate with experience and defined total benefit package.

Qualifications

We expect to screen candidates and select finalists for interviews based upon the following requirements, preferred experience, and competencies:

Preferred Experience and Competencies

- Advanced degree in public health, healthcare administration, business administration, social work, nursing, or a related field.
- Demonstrated ability to develop and implement organizational vision and strategic direction.
- Experience leading nonprofit operations, including staff supervision and development.
- Successful experience in fundraising, grant development, and donor relationships.
- Experience providing financial leadership and oversight within a nonprofit organization.
- Strong communication, community engagement, and relationship-building skills.
- Demonstrated ability to develop partnerships and networks within healthcare, aging services, faith communities, or related sectors.
- Experience using data to evaluate programs, measure impact, and inform organizational decision-making.
- Knowledge of data privacy, security, and other compliance responsibilities relevant to the Center's work.

Minimum Requirements

- Bachelor degree in a relevant field and minimum of ten years of senior leadership experience in a nonprofit or healthcare-related organization. Or advanced degree and minimum of five years of senior leadership experience in a nonprofit or healthcare-related organization.
- Demonstrated experience developing or delivering programs and services for older adults, caregivers, or aging communities.

Applications

Candidates may submit their application for the role to the Search Committee at CHaW.exdir.jobapply@gmail.com. Applications should include an introductory cover letter, résumé, and names/contact information for three professional references. Applications accepted through November 10, 2026.