

Job Description

Title: Executive Director, Guardian Support Services, Inc.

Organizational Description: Guardian Support Services is a non-profit organization that works to provide indigent individuals with guardians of the person, develops training for guardians, and educates the public on the benefits and value of guardians.

Education/Skill Requirements: Applicants must have a law degree and be licensed to practice law in the State of Ohio.

Experience: Applicant should be an experienced Elder Law attorney with a depth of knowledge in various guardianship proceedings. Regular work appearing before the Stark County Probate Court would be strongly preferred. The ideal candidate will also have some experience in strategic planning and non-profit leadership roles, including responsibility for the creation of, and the work to follow, a profit and loss statement.

Job Description: The Executive Director is the chief executive officer of the organization and is charged with creating and executing a strategic vision for Guardian Support Services. Core responsibilities include, but are not limited to:

- Working with the Board of Directors to develop key initiatives
- Representing GSS in the community as a dynamic and effective ambassador
- Developing and working within a budget
- Recruiting and educating volunteer guardians
- Completing the legal work associated with the guardians, guardianships and other matters that may arise
- Sharing the mission and vision of the organization with the general public
- Recruiting and managing support staff
- Facilitating relationships with the care facilities
- Developing and maintaining a positive working relationship with the Stark County Probate Court

Compensation: Competitive, based upon experience and ability.

Candidates are encouraged to send their resume to:

Guardian Support Services
c/o Attorney Brian Layman
4481 Munson St., NW - Suite 301
Canton, OH 44718