

## **THE SENIOR HUB, INC.**

### **POSITION DESCRIPTION**

**Title:** Executive Director (Full-time, Exempt)

#### **Organization & Mission**

The Senior Hub is a 501 (c)(3) non-profit corporation. The mission of the organization is to advance the quality of life for older adults through advocacy, community partnerships, and a variety of direct services planned to sustain an independent, healthy aging experience.

#### **General Description**

The Executive Director is responsible for providing direction and managing the day-to-day operations of The Senior Hub in an ethical, lawful, compassionate, and fiscally responsible manner. This includes management and supervision of staff, volunteers, programs, activities, relationships and resources. Along with the Board of Directors, the Executive Director is responsible for strategic planning for the agency.

#### **Major Duties & Responsibilities**

##### **1. Planning**

- Keeps abreast of industry trends and changing market conditions; remains knowledgeable about the needs and strengths of older adults.
- Works with the Board of Directors in establishing the mission, vision and strategic approach for the organization.
- Provides direction and participates in The Senior Hub's strategic planning process.
- Prepares and implements business and operational plans.

##### **2. Board Support**

- Provides administrative and operational support to The Senior Hub's Board of Directors. Attends all Board meetings and ensures adequate staff support for Board Committees.
- Advises and informs Board members and interfaces between the Board and staff.
- Provides regular reports on the organization's financial status, progress against goals, risk assessments and other information needed by the Board to fulfill its responsibilities.
- Assists with recruitment, orientation and training of Board members.

##### **3. Financial, Resource & Risk Management**

- Develops and implements development/fund-raising plans to ensure the successful achievement of The Senior Hub's financial goals.
- Directs and assists in securing grant funds from a variety of funding sources, i.e.: government, private foundations, corporations, etc.
- Implements and oversees all fundraising campaigns directed toward individuals and corporations
- Implements and oversees a Major Gift program directed toward individuals and corporations
- Develops and recommends yearly operational budget for Board approval. Prudently manages The Senior Hub's resources within budget and policy guidelines and according to current laws, regulations and grant requirements. Undergoes annual financial audit.
- Plans for, acquires and oversees maintenance of facilities, equipment, systems, etc. needed to provide programs and services.

- Ensures compliance with all laws, requirements and covenants under which The Senior Hub operates.
- Responds to emergency situations in a timely manner.

#### **4. Human Resources Management**

- Within established personnel policies, hires, supervises, develops, evaluates and when necessary, terminates staff. Develops and manages a high performance team of managers and staff who are committed to the mission and values of the organization.
- Develops and maintains appropriate HR policies, procedures and systems that fully conform to current laws and regulations. Administers compensation programs.
- Develops and promotes a positive work environment.
- Establishes performance standards and ensures staff accountability.

#### **5. Program and Service Delivery**

- Analyzes needs-assessments and the design, implementation and delivery of programs and services to meet the identified needs. Assists staff with program development and program budgeting.
- Evaluates programs to see that they are efficient and effective at meeting the needs of older adults.
- Ensures appropriate quality standards, controls and documentation are in place to monitor efficient delivery of all major programs and services.
- Supports quality improvement through the evaluation of outputs.

#### **6. Community & Public Relations**

- Serves as the chief spokesperson of the organization and must be able to clearly articulate the mission and vision to the media, key stakeholders, donors, volunteers, and the general public.
- Continues to strengthen The Senior Hub's reputation. Develops and manages effective relationships with civic, human services, elder care and business leaders in the area.
- Works collaboratively with leaders of other organizations to address the needs of elders.
- Oversight of forms of public communication with the community, including writing quarterly newsletters, access television, and media advertising

#### **7. Organizational Development**

- Continually evaluates the structure, operation and performance of The Senior Hub.
- Responsible for efficient and effective organizational design and development of appropriate internal systems, process and controls.
- Ensures continuity and depth within the management structure.

#### **8. Other Duties**

- Performs other related duties as assigned from time to time by the Board of Directors.

**Supervision Received:** Reports to the agency's Board of Directors.

**Supervision Exercised:** Responsible for all staff, contract labor, and volunteers.

#### **Qualifications**

##### **Education & Knowledge**

- Completion of Bachelor's Degree; Master's Degree a preferred. (Preferred fields include business, public administration, or non-profit management.)

- Broad knowledge in fields of financial management, marketing, fundraising, human resource laws and management, and Microsoft Office Suite.
- Awareness of older adult issues.

### **Experience, Skills & Abilities**

- An experienced senior manager, with at least five years progressively responsible management experience, preferably in non-profit or public-sector environment.
- Management experience must include strong staff management; strong budgeting and financial management; fundraising and/or grant-writing; marketing and/or community relations; and program development.
- Strong interpersonal and communications skills (written, oral, listening & presentation).
- Demonstrated organizational, decision-making and analytical skills.
- Experience working with or on a nonprofit board.
- Ability to network and work effectively with other human service agencies.
- Basic computer skills using Microsoft Office Suite.

### **Highly Desired**

- Experience working with and/or on behalf of seniors. Knowledge of aging network.
- Non-profit experience.
- Knowledge/experience with facilities management and capital campaigns.
- Experience in business/strategic planning.
- Ability to develop/improve business systems and procedures utilizing technology or other business process re-engineering methods.
- Mediation, facilitation and/or conflict resolution skills.
- Attributes: high integrity, open to receiving and integrating feedback and input from others; collaborative; team-player; team-builder; strong desire to advance the quality of life for older adults.

### **APPLICATION AND JOB INFORMATION:**

This is a full-time exempt position with a competitive salary and benefits. Information about the agency can be found at [www.seniorhub.org](http://www.seniorhub.org). Applicants should send resume and cover letter giving details of their interest and qualifications to The Senior Hub at [cbowman@seniorhub.org](mailto:cbowman@seniorhub.org). Please no phone calls or in person inquiries.

**The Senior Hub, Inc. is an Equal Opportunity/Affirmative Action Employer**