

## **Executive Director Job Description – McKinleyville Senior Center**

**About the position:** The Executive Director will supervise volunteers and oversee daily operations and program delivery for the McKinleyville Senior Center (Center) in McKinleyville, California. The Center offers a wide variety of programs to improve the quality of life for seniors including exercise classes, luncheons, walking groups, recreational games and a sales area for crafts produced by seniors. The Center relies heavily on community volunteers who contribute their time and talents to help sustain the organization and its programs. The Executive Director reports to the Center’s Board of Directors. The McKinleyville Community Services District and the McKinleyville Senior Center Advisory Committee provides additional support and guidance to the Center.

Experience in volunteer management, community relations, financial controls and budgeting, development of programs and fundraising, as well as sensitivity and passion for working with older adults are essential to the success of this position. The Executive Director is a ‘working manager’ position that may include requirements for standing, moving furniture, working flexible weekend or evening hours in addition to sit or stand for extended periods of time and the ability to operate a computer and other office equipment that requires hand/eye coordination. The Executive Director will be responsible for implementing the goals and strategies outlined in the 2018 Strategic Plan.

This position is part-time, up to 20 hours a week, with a potential to grow with the center’s growth. \$17-\$20/hour depending on experience.

### **Essential Duties and Responsibilities**

#### **Center Operations and Programs**

- Ensure that the center is open during scheduled hours and is a safe, welcoming environment with a positive organizational culture that encourages participation in programs and helps attract and retain volunteers.
- Recruit and train new volunteers, retain and support existing volunteers, recruit and train board members.
- Work with Center committee members and the Community Advisory Committee to maintain, refine and evaluate outcomes of the Center’s programming designed to improve the lives of seniors by including programs that promote health, offer opportunities to socialize, expand knowledge and enjoy recreational activities.

#### **Community Engagement**

- Develop and enhance community outreach tools that help seniors and other community members become engaged and supportive of the Center’s mission. This includes a Center newsletter, both print and digital, press releases, articles in local newspapers, radio and an up-to-date web presence.
- Establish and maintain strong relationships with neighboring agencies and local community organizations to support the center and its programs including funders, government agencies, elected officials, food donors, service providers, and other senior centers.
- Actively work to undo institutional racism, build cultural competence, and recruit a diverse population of participants, volunteers and staff

#### **Organizational Management**

- Keep accurate, organized records, operate within the approved budget and ensure that the center has adequate funds to carry out its work
- Support Board members in their fiscal and governance duties. Ensure that the board receives financial reports and is engaged in supporting the fiscal health of the organization.

- Create and execute a fund development plan, approved by the board, that includes donor cultivation and stewardship and funding from diverse sources such as individual community donors and foundation, corporate, and government grants.
- Responsibility for all aspects of organizational management and reporting including: yearly 501c3 filings and taxes, negotiate contracts, insurance, compliance with regulatory requirements and safety issues.
- Oversee purchases of equipment and supplies

## **Qualifications**

### **Minimum Qualifications**

- A sensitivity to the needs of seniors
- Experience managing volunteers
- Fundraising experience in one or more of the following areas; special events, donor solicitation, grant writing.
- Experience in program management, development, budgeting and evaluation
- Experience working with a nonprofit board of directors
- Strong communication skills including listening, public speaking, public relations and writing skills
- Demonstrated ability to work collaboratively with individuals and organizations
- Valid California State Driver’s License
- Proficient CPR certification or ability to obtain within three months of hire
- Competence in the use of e-mail and Microsoft Office

### **Preferred Qualifications**

- Experience coordinating seniors and volunteers in a senior center or similar community center
- 4 years of experience in organizational leadership that includes planning, fundraising, and managing volunteers
- Demonstrated commitment to social justice and inclusiveness, especially in the context of senior and/ or low-income population
- Demonstrated ability to lead an organization through change and growth
- Ability to foster teamwork among groups of people and advocate on behalf of participants.

### **Accommodation and Inclusiveness**

Eligible candidates must be able to perform the essential duties listed above and satisfy the minimum requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. McKinleyville Senior Center is an equal opportunities employer. All potential candidates will be considered without regard to race, color, religion, age, sex, marital status, sexual orientation, gender identity and expression, national origin, political ideology, genetic information, veteran status, or the presence of any sensory, physical, or mental disability.

### **Work hours and compensation**

This is a part-time, non-exempt position up to 20 hours a week. The salary for this position is dependent on qualifications and experience. We offer a flexible schedule, although some afternoon and evening presence at the center is required, as well as occasional weekends (for events) and filling in for receptionist as needed.

**To Apply:** Send to the address below a resume including a minimum of 3 references, application, and cover letter outlining qualifications, include references. Deadline for applications March 30, 2018.

Attn: Executive Director Search  
 McKinleyville Senior Center  
 1620 Pickett Road  
 McKinleyville, CA 95519

