

Yellow Springs Senior Citizens, Inc.

The mission of Yellow Springs Senior Citizens, Inc., is to enhance the dignity and quality of life for seniors in Yellow Springs and Miami Township and to foster interaction among them and with the total community.

JOB DESCRIPTION

Position: Executive Director

Reports To: Board of Trustees

Supervises: Managers, Coordinators and administrative staff.

Job Summary: Responsible for ensuring that programs and activities further the mission of the Senior Center; for administration of all aspects of operations; for program development; for fiscal integrity; for securing the long term effectiveness of the Senior Center through planning and ongoing development of financial and organizational resources; and for representing the Senior Center in the community.

Duties / Specific Responsibilities:

1. Provides leadership to the Board of Trustees in support of its policy-making and oversight functions. Assists in agenda preparation and prepares materials for board meetings.
2. Promotes maximum feasible participation by the membership in planning and carrying out the activities of the Senior Center.
3. Ensures financial support for ongoing operations, new programs and capital projects by providing leadership for fund-raising campaigns, by maintaining and developing productive relationships with foundations and other sources of financial support.
4. Exercises fiscal oversight and control. Prepares the annual budget. Presents special expenditures to the Board for approval. Provides regular reports to the Board that accurately reflect the financial status of the Senior Center. Maintains adequate insurance for all aspects of the Senior Center.
5. Directs operations in accordance with the Senior Center's policies and annual budget, governmental laws and regulations, and the requirements of funding organizations.
6. Ensures that all programs and functions have adequate staff and necessary resources. Modifies existing programs and develops new programs in response to changing or emerging needs of seniors.

7. Hires, trains and supervises staff members who report to the Executive Director, holding managers and coordinators accountable for the effective delivery of programs and services in their respective areas. Responsible for the effective utilization of volunteers.
8. Keeps current on issues and concerns affecting seniors. Promotes understanding in the community of the Senior Center's mission and programs. Maintains relationships with other senior services providers and not-for-profit agencies.
9. Responsible for the maintenance and security of the Senior Center's physical facilities and equipment. Ensures compliance with all applicable fire, safety and other regulations.
10. Other duties as assigned.

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Qualifications:

Bachelor's degree and relevant experience in gerontology or social work preferred; however, in lieu of degree, documented outstanding and relevant experience will be considered. Necessary skill areas include effective communication, management, fiscal oversight, organizational development, long range planning, grant writing, fund raising, computer literacy, and ability to relate to diverse populations, particularly older persons.