

Chelsea Senior Center Job Description for Executive Director

Job Summary:

The Chelsea Senior Center's mission is to enhance the quality of life and well-being of area seniors and their families. We provide programs, resources, and services to promote healthy aging for older adults in Western Washtenaw county. The Chelsea Senior Center (CSC) Executive Director will be responsible for overseeing and supervising staff and operations of the CSC and serve as its primary liaison for all business and community matters. This position reports directly to the CSC Board of Directors.

Responsibilities:

- Provide leadership and long-term vision for the Center to ensure growth and sustainability.
- Supervise the implementation of all Center activities, in fulfillment of its mission.
- Provide fiscal oversight of Center operations, including developing and managing an annual budget and financial reports to the Board of Directors.
- Lead all fundraising and grant writing opportunities for the Center to maintain and diversify sources of funding.
- Supervise staff and oversee volunteers with support from other staff.
- Maintain and develop policies and procedures as needed to ensure organizational core values are fulfilled.
- Cultivate and maintain cooperative relationships with other community organizations for resource sharing.
- Positively interact with local community, regional and state organizations to further the Center goals and mission.

Duties:

- With the Board of Directors, develop and implement strategic goals and objectives to assist the Center in meeting its mission.
- Attend and coordinate all materials and reports for monthly Board of Directors meetings.
- Communicate and inform the Board as-needed on all matters requiring Board decision.
- Assume ultimate responsibility for all activities and programs of the Center, with appropriate assistance as delegated to staff and volunteers.
- Attend public meetings to be an advocate for the Center, present information, provide community outreach and request funding.
- Maintain growth and membership of the Center through ongoing community outreach and marketing/publicity efforts.
- Support senior center members and their families through positive interactions.
- Authorize payments of expenditures in accordance with the Center's budget and financial policies.
- Negotiate, execute, and maintain all contracts and lease agreements on behalf of the Center and its Board of Directors.

- Develop, implement and attend fundraising activities, and actively seek and pursue grant opportunities, with assistance from staff as needed.
- Collect and analyze data as required under grants/contracts or as needed to inform strategic priorities and program outcomes.
- Provide annual staff performance reviews, help manage staff workloads and priorities, and maintain positive team dynamics.

Qualifications:

- Ability to relate to seniors with understanding and compassion.
- Experience, self-confidence and initiative necessary to direct the Center's activities.
- Excellent written and verbal skills, including effective presentation skills.
- Knowledge of budgetary and accounting principles, specifically for non-profits.
- Ability to supervise employees and volunteers.
- Experience managing projects and/or events.
- Ability to assist Board in strategic planning.
- Proficient with Microsoft Office and other technology tools including social media
- Possess time management skills to set priorities, coordinate projects and meet deadlines.
- Ability to work a flexible schedule that includes some weekend and evening hours.

Physical Demands:

Duties require typical activities you would see in an office environment. Tasks may be performed with or without reasonable accommodation.

Education:

The Executive Director's position requires a Bachelor's degree or commensurate experience working with seniors or in a corporate or non-profit organization where strong business and personnel/volunteer relations skills were required. Preference for Master's degree in related discipline.

Licenses and Certifications:

- Must possess a valid Michigan driver's license.
- Other desirable certifications include CPR, AED, and first aid

In Addition:

This description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance. This position requires 40 hours per week Monday-Friday throughout the year, with some weekends and evenings for special events. Flexibility in scheduling is required. The Chelsea Senior Center is an at-will employer.