

SENIOR RESOURCES, INC.
POSITION DESCRIPTION

POSITION TITLE: EXECUTIVE DIRECTOR

GENERAL DESCRIPTION: Under the general direction of the Board of Directors (the Board) of Senior Resources, Inc., the Executive Director serves as a dynamic leader, charting the course for the agency, with ultimate responsibility for the development efforts and day-to-day operation of the agency. The success of the agency's programs begins and ends with the Executive Director, who leads and manages staff in a collaborative work environment to achieve the mission of the agency.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Oversee the general operations of the agency, its programs, policies, services and procedures, providing leadership, information, and consultation.
2. Continuously modernize fundraising and show demonstrable increases from year-to-year.
3. Promote the agency and its programs, increasing visibility in the community.
4. Evaluate the programs, policies, services and procedures of the agency, and recommend changes to the Board.
5. Continuously develop, with the direction and input of the Board, the agency's strategic plan.
6. Ensure compliance with all equal opportunity laws and related obligations.
7. Develop and oversee agency and program budgets with assistance from the Finance Director and Program Directors.
8. Develop and maintain funding and matching funds sources; oversee grant applications and contracts for new and continuing funding sources; and develop, prepare and submit requests for funding to the City of Columbia, Richland County and other funding groups as identified.
9. Develop local partnerships with funding partners (business, governmental, etc.) and the aging network.
10. Develop, prepare and distribute, with the assistance of appropriate staff, information for the Board.
11. Ensure that all employee actions, including hiring, terminations, performance reviews, position title changes, etc., are in the best interests of the agency. Conduct all terminations. Ensure that all employee concerns are addressed in an appropriate manner.
12. Mediate concerns or conflicts which may arise.
13. Assume the responsibilities of Program Directors when needed.
14. Maintain fiscal responsibility and appropriate use of agency funds.
15. Complete and/or facilitate applications for certification with United Way of the Midlands, Better Business Bureau, Secretary of State and other entities as needed.
16. Oversee the completion of periodic reports to funders as requested or required.

17. Provide direct supervision and yearly performance evaluations of the Program Directors. Ensure all employees who are eligible to receive performance evaluations, receive them from their manager.
18. Actively participate in organizations that promote the mission and programs of the agency.
19. Develop and conduct Board Orientation for all new Board members.
20. Implement staff training, as needed and as mandated by contracts.
21. Facilitate team building, professional development opportunities, and formalized means of receiving feedback from employees.
22. Advocate for programs and services for seniors to governmental bodies at the federal, state, county and local levels.
23. Other duties as needed and/or assigned by Board of Directors

MINIMUM QUALIFICATIONS:

- Bachelor's Degree
- 5 years of experience in program management
- Demonstrable grant writing experience
- Knowledge and experience in grant and contract administration
- Strong communication skills, including public speaking and persuasion
- Strong interpersonal skills
- Knowledge of Outcome Measurement Evaluation
- Flexibility and time management, including the ability and willingness to work long hours that may include evenings/weekends
- Knowledge of budgeting and funding from government, charitable organizations, and businesses
- Personnel management experience and demonstrated competence
- Knowledge of senior services, non-profits, the Older Americans Act and the Aging Network