

EXECUTIVE DIRECTOR
Lesley Senior Communities
San Mateo County, California

The Board of Directors of Lesley Senior Communities (LSC), a California non-profit public benefit organization, seeks a dynamic, passionate and collaborative Executive Director (ED) with proven leadership skills to lead the organization through a critical transition period and into the future as their leader of twenty years retires. The ED works under the supervision and guidance of the Board and is responsible for the overall strategic and operational requirements for fulfilling LSC's mission to develop, manage and maintain affordably priced housing and services for seniors with limited incomes.

JOB SUMMARY

The ideal candidate will be an inspirational leader; a mission-driven, creative and strategic thinker; a culturally sensitive, skilled collaborator and effective communicator; and a self-aware, pragmatic manager. A good sense of humor is definitely required.

The ED will model integrity, intentionality, and compassion as well as the ability to navigate through transition and change.

All of these skills are needed to effectively function in the LSC ED's four major areas of responsibility: Operations, Finance, Mission/Strategy, and Facilitation of Board Governance.

1. **LSC Operations:** The ED obtains and oversees appropriate resources to ensure that the operations of LSC are financially supported, appropriate and efficient. The ED is responsible for:
 - Executing (signing) all documents made or entered into and on behalf of LSC, including but not limited to notes, contracts, agreements, and documents relating to litigation that require the signature of LSC's representative.
 - Effective and efficient administration of LSC's operations
 - Hiring and retaining competent, qualified staff
 - LSC has 74 employees, including the central administrative staff.
 - In addition to the administrative staff for LSC (the parent non-profit), each of the five properties owned and managed by LSC has its own administrative and support staff.
 - The ED supervises LSC senior administrative staff and building and program administrators directly. The ED manages junior staff indirectly by exchange of information with department heads and building administrators.
 - The ED or designate collaborates with Human Resources and employee training resources to assure compliance with OSHA and employment law requirements and enhance employee satisfaction and performance effectiveness.

2. **Financial Performance and Viability:** The ED is responsible for ensuring the ongoing financial health of the organization.
 - The ED ensures the fiscal integrity of LSC by reviewing the annual budget and quarterly financial statements prepared by the Chief Financial Officer before they are presented to the Board.
 - The ED is responsible for Fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and keeps LSC in a positive financial position, and
 - The ED seeks and obtains grants and contracts and develops the resources necessary to support LSC's mission.
3. **LSC Mission and Strategy:** the ED works with LSC staff to ensure that LSC's mission is fulfilled through strategic planning, program development, program management and community outreach. The ED is responsible for:
 - Strategic planning to ensure that LSC can successfully fulfill its mission into the future,
 - Maintaining broad knowledge and advance intelligence about changes in public programs, national and state budgets and funding priorities that may affect LSC,
 - Implementing LSC's programs that carry out LSC's mission, and
 - Enhancing LSC's image by being active in professional, civic and governmental organizations.
4. **Facilitation of Board Governance:** The ED maintains a strong, cooperative relationship with the Board of Directors through:
 - Communication to the Board: The ED provides timely and accurate information to the Board about management, mission progress, and finances so that it can fulfill its governance role properly and make informed decisions that guide LSC in its mission. The Board, the ED and the CFO meet monthly.
 - Implementation of Board Decisions: The ED leads and directs staff in a manner that implements LSC's mission as defined by the Board of Directors.

Specific Job Responsibilities

- Update the Strategic Plan at the request of the Board of Directors and once the plan is approved, implement and track progress.
- Collaborate with the CFO in the development of the annual budget and review of budgets/performance to budget for special projects.
- Represent LSC externally and cultivate a network of relationships with government officials and non-profit and for-profit business leaders.
- Establish and maintain relationships with organizations and agencies that build support for LSC and may be important in advancing LSC's mission.
- In conjunction with Human Resources staff, establish and review employment and administrative policies and procedures for all functions pertaining to the day-to-day operation of LSC properties.
- Motivate, collaborate and supervise either directly or indirectly LSC's employees.
- Review any property-specific policies to ensure each conforms to LSC policy requirements and guidelines and requirements of external agencies and funders.

- Serve as LSC's primary spokesperson to LSC's residents and their families, the media and the general public; oversee and approve all communications to the public made on behalf of LSC and its employees.
- Review and approve contracts for services; sign checks for goods received or services rendered according to LSC check signing policy.
- Act as owner's representative in all construction projects and coordinate projects with in-house and external construction managers, lending agencies and HUD.
- Perform all other duties as assigned by the Board of Directors.

REQUIRED SKILLS, EXPERIENCE AND TRAINING

- Bachelor's degree required. An advanced degree in business, nonprofit management, public policy, public administration or another relevant field is preferred.
- A minimum of 10 years' experience working in a senior level position in a non-profit organization.
- Proven track record of maintaining solid relationships with Directors and all levels of staff as well as federal/state/county housing and other agencies and the community at large.
- Strong track record of securing financial resources from a variety of sources; experience developing and implementing public-private partnerships to achieve strategic and financial goals is a plus.
- Solid knowledge of accounting, budgeting and financial management is required. Experience collaborating with in-house senior financial personnel and external auditors.
- Experience in leading the process of ongoing strategic planning then implementing the revised strategic plan.
- Demonstrated experience developing effective working relationships with people from diverse backgrounds, the ability to build cohesive groups and to develop talent within an organization.
- Construction and/or property management, and food service experience a plus.
- A strong intellect, an entrepreneurial spirit tempered with a pragmatic approach to problem solving, enhanced by a sense of humor would be ideal.

BACKGROUND

In 1944 Albert Watson, a successful and well-respected businessman in San Mateo, CA, founded Lesley Senior Communities (LSC). The organization, named for his wife Lesley, was founded to provide attractive, affordable housing for very low- and low-income seniors and differently abled adults on a self-sustaining, non-profit, basis in order to allow them to live independently in a safe and supportive environment.

His legacy has been fulfilled (in partnership with the U.S. Department of Housing and Urban Development [HUD] and state, county and city departments and agencies) by the construction and direct operation of five facilities in San Mateo County: Lesley Plaza (completed in 1961) and Lesley Towers (1963) both located in San Mateo; Lesley Terrace (1971) in Belmont; and Lesley Gardens (2004) and Ocean View Plaza (acquired in 2012), both located in Half Moon Bay. In these buildings, LSC provides 532 apartments, 371 of

which are designated for HUD Section 8 rent support and the other 161 have rents that are set substantially below market rates.

LSC's mission also includes the provision of services that allow tenants to remain in LSC's independent housing for as long as they can do so safely. To make that possible LSC provides approximately 700 meals daily to residents of Lesley Towers and Lesley Terrace. LSC staff members prepare these meals in commercial kitchens at the buildings and serve them in dining room settings there. LSC also provides at Lesley Terrace 24 licensed assisted living units (staffed 24 hours a day) for those of LSC's tenants who require assistance with activities of daily living.

LSC is co-general partner in Coastside Senior Housing, which opened in Half Moon Bay in 2014 and provides 40 units of affordable housing for seniors, an adult day health center, and a senior center.

LSC's operating revenues in 2015 were about \$7.9 million, nearly all of which came from rental income and tenant service fees. Its total assets were valued at about \$37.7 million.

COMPENSATION

Commensurate with experience and training and competitive with similarly situated non-profit businesses in the area. LSC provides a substantial benefits package for all employees.

HOW TO APPLY: Please send a letter of interest and resume to:

ED Job Search
Lesley Senior Communities
701 Arnold Way, #100
Half Moon Bay, CA 94019

Or send an email with attached letter of interest and resume to:

scarrington@lesleysc.org

Please note that while candidates outside the San Francisco Bay Area are encouraged to apply, funds are not available for relocation or housing assistance.