

JOB DESCRIPTION

Title: Executive Director
Reports to: Board of Directors
Status: Full time, Exempt



The Executive Director is responsible for the overall administration and operation of the Sebastopol Area Senior Center and its subsidiary “The Legacy” Thrift Store. The Executive Director reports to the Board of Directors and works with and through that body to develop and deliver the mission of the center. The Executive Director supervises (directly and indirectly) all paid and volunteer staff.

About Sebastopol Area Senior Center

Our mission is to improve and enhance the lives of seniors in West County. In the year prior to the pandemic, over 20,000 people walked through our doors to participate in a class, receive a service, enjoy lunch or a social program. In addition, hundreds of phone calls came to our front desk from people requesting help or services.

The Sebastopol Area Senior Center policy is to provide equal opportunity for all applicants and employees. SASC does not discriminate based on race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender national origin, ancestry, age, physical disability, mental disability, protected medical condition, family care status, veteran status, marital status, sexual orientation, or any other basis protected by state or federal laws. When necessary, SASC also makes reasonable accommodations for disabled employees.

Essential Job Duties:

- Provide leadership to the Board, staff, volunteers, and stakeholders in implementing the vision and mission of the organization.
- Assist the Board in the development and implementation of the strategic plan.
- Ensure a variety of activities are offered to seniors in the Sebastopol area including educational, social, health promotional and recreational programs.
- In partnership with the Board of Directors develop and implement a comprehensive fundraising program. Assist in donor cultivation and communications to stakeholders. Research, identify, and apply for funding support that supports and expands SASC services.
- Ensure continued financial health of the organization by developing and implementing sound fiscal policies and management practices.
- Oversee the recruitment, hiring, training of staff and volunteers. Manage employee benefit plans and ensure the organization is compliant with all payroll and HR legal and contractual obligations.
- Manage contractors and coordinate with other Sebastopol and West Sonoma County organizations to provide the necessary services and programs for our seniors.
- Manage the facility, its upkeep, and coordinate with the City of Sebastopol for building repairs.
- Oversee the development and implementation of comprehensive marketing, public relations and advertising for the Senior Center and The Legacy. Regularly present to community groups the programs of the Senior Center and The Legacy and their impact on the senior population.
- Ensure that corporate and tax filings, financial reports, legal and other documents are produced as required by various oversight and funding agencies.

Secondary Job Duties:

- Assist Board with scheduling meetings, preparing materials and minutes.
- Assist with Board Development, including recruiting, training and supporting new board members.
- Collaborate with Board and Staff to ensure the committee structure meets the operational needs of the organization.
- Perform other duties as assigned by the Board of Directors.

Job Requirements: Strong leadership and organizational skills; creative, imaginative and innovative approach; interest in serving and helping others; enthusiastic, resourceful, and people oriented.

Experience/Special Training Required:

- Bachelor's degree/Advanced degree, ideally an MPA with senior management experience; track record of effectively leading and scaling performance- and outcomes-based organization and staff
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- A concern for seniors engaged in active living
- Computer proficiency, specifically a working knowledge of Microsoft Office Suite, Google Drive, and the ability to learn new applications and databases
- Experience in developing and leading a multi-faceted fundraising effort
- Understanding of the principles of fundraising for non-profits
- Grant writing and contract development and management
- Working knowledge of not-for-profit accounting practices and standards
- Unwavering commitment to quality programs and data-driven program evaluation
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

- Administrative leadership experience in a non-profit environment is preferred
- Experience and education in the field of senior services is preferred

Materials/Equipment Directly Used: Multi-line phone, copier, Windows-based personal computer, donor and customer relations management software, social network communications platforms, web site.

Physical and Environmental Requirements: Ability to work in an indoor climate-controlled office environment including sitting at a desk, walking back and forth between program rooms and some standing.

Ability to hear and react to conversations and information given in sometimes busy, noisy environments.

For more information about the Sebastopol Area Senior Center, visit: www.sebastopolseniorcenter.org

To Apply: Please send cover letter and resume to jobs@sebastopolseniorcenter.org