

**Ecumenical Senior Center
702 North Burdick Street
Kalamazoo, MI 49007**

POSITION TITLE: Executive Director of the Ecumenical Senior Center

SUMMARY:

The Executive Director is responsible for planning and administration in accordance with the Ecumenical Senior Center's (ESC) stated mission and strategic plan. The Executive Director strives for optimum results given the resources of the ESC. This position operates under the general direction of the ESC Board of Directors.

ESSENTIAL RESPONSIBILITIES:

GRANT WRITING & FUND DEVELOPING AND MAINTENANCE

- Research and write grants and report to funders on programs, activities and outcomes;
- Build and maintain relationship with foundations and other funding organizations;
- Develop outcomes measures and evaluation plans as well as collect data for evaluation and reporting;
- Organize and coordinate fundraising activities.

GENERAL ADMINISTRATION

- Recommends policies to the Board and/or assists the Board in the formation of policies for the effective operation of the ESC. Implement policies adopted by the Board. Carry out all administrative responsibilities associated with ESC policies and act as spokesperson for ESC.

FINANCIAL MANAGEMENT

- Prepare ESC budget for board approval and be accountable resources once approved;
- Direct all financial operations of ESC;
- Maintain fiscal control by administering an accounting system to track revenue and expenditures;
- Insure the financial stability of ESC by monitoring expenditures and the development of appropriate resources.

PERSONNEL

- Hire, supervise, and direct staff and volunteers in the performance of their duties;
- Delegate responsibility clearly and appropriately;
- Be responsible for on-going staff development and performance evaluations.

PROGRAM DEVELOPMENT

- Evaluate programs in relation to the mission and strategic plan;
- Involve staff and volunteers in formulation and coordination of new and existing programs;
- Recommends significant program changes to the board for approval.

PUBLIC/COMMUNITY RELATIONS

- Advocate for the needs of the participants;
- Promote ESC to the community through personal contact, literature, internet, and the media;
- Act as liaison to community by serving on boards, task forces, and committees with board approval;
- Participate in conferences and workshops directly related to the Ecumenical Senior Center.

BOARD RELATIONS

- Prepare reports for all Board meeting and a written annual report that summarizes the activities of ESC;
- Submit an annual budget to the Board and revise the budget as needed with board approval;
- Submit goals and strategies to the Board for the development of ESC policies;
- Be responsible for execution of policies adopted by the Board;
- Provide reports to the board and its officers when requested.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and experience in human service and nonprofit organizational structure;
- Ability to plan, develop, monitor, and evaluate budgets;
- Ability to plan, organize, and implement activities to further the ESC mission and goals;
- Possess exceptional oral and written communication skills, with specific ability in grant writing;
- Possess good public relations skills;
- Ability to manage programs, staff and volunteers;
- Ability to establish and adhere to deadlines;
- Ability to maintain good relations with funders, donors and other supporters.

ACCEPTABLE EDUCATION AND TRAINING:

Although a Masters Degree is preferred, qualified candidate must have a minimum of a Bachelor's Degree in Social Work, Business Administration, Non-Profit Management, social sciences, or related field. Ideal candidates would have at least 3 years experience in management, administration and supervision. The ideal candidate has grant writing experience. Knowledge of computers and software is essential.

PHYSICAL REQUIREMENTS:

While performing the duties of this job the employee is regularly required to use hands, talk, and hear. The employee is sometimes required to lift up to 30 pounds. The vision requirements include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

Small, busy, community center setting. Office is handicapped accessible.

Interested candidates should submit their resume along with a cover letter to jobs@ecumenicalsc.com. The deadline for submission is August 31, 2013.