**The Senior Agenda Coalition of Rhode Island**

**EXECUTIVE DIRECTOR JOB DESCRIPTION**

The Senior Agenda Coalition of Rhode Island is an independent non-profit 501(c)(3) entity whose mission is to mobilize people to achieve power in order to improve the quality of life of older Rhode Islanders. We accomplish our mission through community organizing, public education and legislative advocacy.

**POSITION:**  **EXECUTIVE DIRECTOR**

**SALARIED, EXEMPT, 35 HRS., M-F**

**70 BATH STREET, PROVIDENCE, RI 02908**

**REPORTS TO BOARD OF DIRECTORS**

**RESPONSIBILITIES:**

The Executive Director assumes primary leadership responsibility for the organization’s overall management and growth within the policies and guidelines established by the Board of Directors. Responsibilities include recruitment of individual and agency members, strategy development and implementation of campaigns in concert with Board of Directors and collaborating groups, and fundraising efforts.

**JOB DESCRIPTION:**

**LEADERSHIP ORGANIZING CAMPAIGN**

1. Identify critical senior needs and issues through community outreach.
2. Develop strategies and tactics for organizing campaigns.
3. Mobilize individuals to become involved in campaigns and events.
4. Identify and develop participating leaders.
5. Coordinate with participating organizations.

**LEGISLATIVE ADVOCACY**

1. Register with the State of Rhode Island as a lobbyist for SACRI, prepare written and verbal testimony and coordinate members’ testimony and lobbying efforts.
2. Prioritize legislation and budget articles for support or opposition.
3. Research programs and policies for the benefit of older adults in Rhode Island.
4. Evaluate current state senior programs via consumer inputs, surveys and data.
5. Serve on participating agency committees as necessary.

**DEVELOPMENT**

1. Prepare grant proposals, manage existing grants, and seek new funding opportunities.
2. Retain existing individual and agency members and recruit additional ones.
3. Plan and implement sponsorships and turnout for events including annual conferences and fundraising events in collaboration with Board and member agencies.
4. Oversee development of the SACRI Strategic Plan.

**INTERNAL MANAGEMENT**

1. Oversee management of Policy Advisor and Assistant to the Executive Director.
2. Maintain all financial records including payroll, time sheets and checkbook/debit card.
3. Manage vendor payments and supply financial data to bookkeeper for monthly financials and annual review.
4. Maintain critical databases, software and computer security. Generate reports as requested by the Board of Directors and funders.
5. Write monthly article for “Senior Digest” and other publications as required.
6. Provide staff support for Board and committee meetings.
7. Perform other relevant duties as assigned by the Board of Directors.

**QUALIFICATIONS:**

1. Demonstrated experience in leadership of community organizing campaigns.
2. Familiarity with issues and programs affecting seniors and their caregivers.
3. Excellent written and oral communications.
4. Advanced computer skills.
5. Experience with planning and implementing large turnout events.
6. Ability to recruit, motivate and support volunteers in a variety of roles, including Board members, advocates and organizers.

**SALARY AND BENEFITS:**

Salary: $70,000 - $75,000

Vacation: 3 weeks (accrued in first year of employment)

Sick Time: 10 Paid Sick Days

Personal Days: 3 days

**IF YOU ARE INTERESTED IN LEARNING MORE ABOUT THIS POSITION, PLEASE SEND A COVER LETTER AND YOUR RESUME TO:** [**info@senioragendari.org**](mailto:info@senioragendari.org)**.**

**Senior Agenda Coalition of RI is an Equal Opportunity Employer**