

## Senior Center of Elk Grove



Your Everything Center  
a 501(c)3 Nonprofit Organization

### **Senior Center of Elk Grove Job Description – Executive Director**

#### **Summary**

The Executive Director serves as the Senior Management of the Senior Center of Elk Grove, Inc. (herein after referred to as the Center) and is responsible for the overall management of the day-to-day operations and programs. The Executive Director is responsible for directing the Center toward its primary Mission and the implementation of all Board Policies and current Bylaws.

#### **Qualifications**

- Bachelor's degree from an accredited College or University, preferably in a human services field.
- Three years related work experience; or a combination of relevant college level study, plus related work experience in the recreational, social services or non-profit discipline.
- Experience and knowledge of non-profit fundraising, management and delegation techniques.
- Able to research, comprehend and complete grant applications.
- Experience in marketing, financial management and budgeting.
- Ability to work collaboratively with others.
- Knowledge and experience with accessible recreation programs.
- Understanding adaptive needs, disability awareness and the planning and implementation of inclusive activities.

This position is an At-Will position, with a 40 hour work week and a 180 day (6 months) probationary period. Upon successful completion of the probationary period the employee will be considered a permanent employee. Benefits will be available in 90 days from the date of hire.

#### **Fingerprinting**

Any offer of employment is conditional upon submission of completed fingerprint screening and a satisfactory background check.

#### **Technical Skills**

Must be proficient with computers and standard office software applications to create reports, text documents, spreadsheets, flyers, brochures and newsletters. Use email as an effective mode of communication and the Internet for research and promotional purposes. Must be able to utilize online email and social media programs.

**Communication Skills**

Must be able to communicate in English clearly, tactfully and effectively with individuals, families, groups, City, County and State officials, grantors and the Board of Directors verbally or in writing. Must have English language skills, including the ability to communicate clearly and concisely, both orally and in writing. Must be able to write clear, concise, grammatically correct memos, letters and reports. Allows others to state their opinions and views; and can clearly state an understanding of what has been discussed through feedback. Establishes and maintains an effective method of communication with seniors and their families. Must be able to effectively present information and respond to questions from seniors, their families, grantors, the general public and Board of Directors.

**Mathematical Skills**

Must be proficient with mathematical skills. Must be able to understand and communicate the Center's financial statements, budget and reporting processes. Must clearly understand and communicate with the Center's CPA and their staff. Must prepare documentation and provide required information for any audit of the Center's books.

**Work Environment**

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties of this position.

While performing the duties of this position, the employee may occasionally be exposed to outside weather conditions. The noise level is usually moderate. Visual light in rooms may vary from bright to moderately dark. The ability to stand and/or sit for extended periods; bend, twist, walk and lift up to 50 pounds or push/pull equipment up to 100 pounds. If you are unable to do this it is your responsibility to ask for assistance.

**Certifications**

Certification in First Aid, Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation(CPR) required within 90 days of employment paid for by the Center.

**Other**

Occasional nights, weekends and holidays may be needed for programming and fundraising opportunities.

Possession of, or ability to obtain by the time of appointment, an appropriate, valid California driver's license. This requirement may be waived for individuals who are unable to obtain a driver's license due to a disability. If an employee possesses a valid license, he/she may be required to provide a Certificate of Automotive Insurance for Personal Liability.

**DUTY STATEMENT**

The following duties are subject to change and should be reviewed periodically as needed. Other duties may be added as assigned by the Board of Directors.

Any of these duties may be delegated by the Executive Director at their discretion.

**Board of Directors Relations:**

- Cooperate and collaborate with the Board of Directors in amending or revising Bylaws, developing and implementing policies and procedures in compliance with applicable regulations.
- Cooperate and collaborate with the Board President regarding the agenda to be prepared and recommended to the Board of Directors prior to all board meetings.
- Leads setting the proforma budget with the Financial Committee chair, providing all necessary figures for the Financial Committee to effectively set each year's budget for presentation to the Board of Directors.
- Collaborates with the Board to set short, mid and long range goals and objectives, affecting day-to-day operations, identifying revenue growth opportunities and cost savings to ensure the Center remains stable for long term.
- Prepares for the Board of Directors the yearly Conflict of Interest statement, to include the statement required to be signed by the Executive Director.
- Coordinates times and space with Board committee chairs for meetings and when requested by the Chair attend the committee meetings.
- Provide three days in advance of Board meetings copies of information and reports relating to the agenda, including a membership account.
- Provides regular updates to the Board of Directors regarding the Centers operations, performance, grants funded and contracts executed, including all contracts that exceed the Executive Directors approval limits.
- Cooperates and collaborate with Board members who request copies of documents on behalf of Board committees.
- Cooperates and collaborates in providing support to all Board committees.

**Finance Management and Leadership:**

- Responsible for oversight and research of funding opportunities and grants, to include submission of applications, follow up and use of funds received.
- Works with the City of Elk Grove to obtain yearly operational grant. Submits documentation, commentary and required filings to obtain grant. Complete all required reports to the City of Elk Grove as required to maintain the grant as well as providing payroll documentation, giving a comprehensive state of the Center's (membership participation, programs, fundraisers and goals).
- Oversees annual United Way Certification.
- Responsible for reviewing, executing contracts and legal instruments within limits as stated in the Financial Policies, including Independent Contractors.
- Assesses and renews all insurance required by the Bylaws, including travel and bus company insurance that are part of the Centers day-to-day operations with Board oversight and approval of renewal amounts.
- Examines balances, completed monthly financial, bank and investment statements for accuracy. Responsible for balancing fiscal year end financial statements and submitting changes where necessary to CPA.
- Reviews, authenticates and submits payments for all indebtedness related to day-to-day operations to companies handling processing of payroll and electronic withdrawals.
- Reviews and approves Center rentals used for day-to-day operations.

- Monitors revenue spending in accordance with Board approved budget.
- Validates and submits time sheets to payroll provider.
- Oversees acceptance of contributions, gifts, bequests or devise for the charitable or public purposes of the Corporation. Oversees requirement of providing written acknowledgments to donors for contributions of \$250 or more within the required law.
- Monitors and oversees daily/weekly/monthly deposits of cash, checks and all credit card activities. Verifies financial information submitted to CPA for monthly financial statement preparation.
- Checks the current bank balance to be sure adequate funds are present to cover expenses and payroll.
- Prepares paperwork and provides necessary information to the CPA to complete a Board approved audit and to prepare the required fiscal year-end IRS 990 and all State required filings.
- Reviews and authorizes all credit card/debit card purchases, following limits and retention of receipts as stated in the Financial Policies and Procedures. (Purpose of purchase to be marked on the statement with available receipts attached for all credit or debit card charges.)
- Determines quarterly and presents to the Board for approval the recommended amount of excess unrestricted operating funds available for investment in the Capital Set Aside Reserve.

#### **Fundraising and Sponsorship:**

- Prepares guidelines to all Board members, volunteers and staff taking an active role in obtaining sponsorships and in-kind contributions to support Center fundraisers and events, adhering to the law.
- Cooperates and collaborates with the Board of Directors on the Centers fundraising activities based on appeal to the members, finances and budget, seeking ways to improve the organizations fundraising efforts.
- Cooperates and collaborates with the Board of Directors Capital Capacity Fundraising Committee implementing a comprehensive event that aligns with the Centers mission and goals.
- Assists and provides direction to staff and volunteers involved in fundraising events.
- Oversees and manages the Center's participation in the annual Big Day of Giving campaign.
- Maintains up-to-date knowledge of legal practices in nonprofit fundraising.
- Works with local businesses to obtain sponsorships, in-kind contributions and donations for Center events.

#### **Management:**

- Oversees and works with the Activities Director on the development of new activity programs, ensuring they are consistent with established Board policies and in compliance with legal and ethical standards. Provides final authorization for all new activity programs.
- Evaluates member activity program outcomes on an ongoing basis, making adjustments and improvements as needed.

- Prepares and files all reports as required by City, County, State and Federal Laws in a timely manner.
- Creates and manages a calendar noting all deadline dates of required filings to include, but not limited to, City grant applications and insurance policy renewal dated.
- Interviews and hires new employees, sets their job descriptions and determines compensation subject to Board approval.
- Responsible for overall management of staff, including employee reviews, maintenance of employee personnel files, staff meetings, training of specific duties as required and delegation of work or responsibilities.
- Oversees staff and volunteer work environment to assure it meets with legally required standards while providing safe and welcoming work conditions that allows for maximum productivity.
- Keeps abreast of changing State and Federal HR protocols for relevance and maintains and/or submits paperwork, as necessary. Maintain a company Employee Handbook and Personnel Procedure Policy reflecting current labor laws.
- Keeps members, instructors, facilitators, independent contractors and volunteer applications legally compliant, providing maximum protection for the Center.
- Interviews, vets and determines contract amounts for all independent contractors and instructors. Oversees the Assistant Director's management of all aspects regarding independent contractors, facilitators, volunteers and instructors needed to conduct day to day operations.
- Coordinates with IT company, helps maintain computer software and hardware as needed, submitting to the Board for approval purchase of any new computer software or hardware exceeding limits as provided in the Financial Policies and Procedures.
- Investigates any accidents or incidents involving the Center, making sure a report is completed. Reviews completed reports requiring submission to the Center's insurance carrier.
- Works with City employees and contractors for upkeep, repair and usage of the Center.
- Handles and resolves complaints from members, volunteers, instructors, facilitators and independent contractors following the established Complaint Guidelines, documenting all conversations or actions taken.
- Investigate accidents and incidents and files reports, contact emergency personnel or law enforcement as deemed necessary.
- Alert medical professionals and/or emergency contacts when there is a medical or care need of a member that needs to be addressed
- Reports suspected abuse cases to the local law enforcement, California Adult Protective Services, and the Department of Health and Human Services as required by the laws governing Mandated Reporters.

## **Marketing**

- Act as the Centers spokesperson as needed by establishing and maintaining a public presence within and outside of the local community to increase visibility and build stronger business and community relationships.

- Acts as liaison to the Adult and Aging Commission, the Area 4 Agency on Aging, City of Elk Grove, Consumnes Services District, County of Sacramento and the Elk Grove Chamber of Commerce.
- Administrator (developer) of web sites, email and other arms of online presences involving the Center.
- Oversees all Center publications for any form of advertising, including newsletter content and all information posted on the electronic bulletin board or distributed at the Front Desk.
- Be actively involved in seeking all avenues of advertising for the Center.
- Listens to members requested needs and wants, determining if they can be implemented.
- Foster loyalty of donors through written letters of appreciation, phone calls and a yearly report reflecting what we have accomplished thanks to their donations.
- Perform other duties or tasks as assigned or required.