

Redmond Senior Center Executive Director Position

The Redmond Senior Center opened its doors to the community and outlying areas in 1949. Designed and operated by dedicated volunteers, the Center is transitioning its direction and operations to support the community's fast growing population.

Reporting to the Center's nonprofit Board of Directors, the Executive Director provides strategic leadership in all areas of the Center's development and operations, while fostering community, county, and statewide support for the Center and its vision and mission. The Executive Director manages staff, volunteers, and resources to ensure: a culture of an inclusive community with strong, dynamic programs/services; a vibrant fundraising and marketing program; and continued cultivation and coordination with strategic partners. The successful candidate will work closely and collaboratively with the Center's staff, board of directors and Dream Team as well as various others to meet the strategic objectives of the Center.

Minimum Requirements

- A minimum of five years administrative managerial experience, preferably with nonprofit organization(s) including: program/service oversight/management, resource/fund development and management, partnership and collaboration building, and long- and short-term planning including evaluation.
- Career track of ambitious leadership and management, collaboration and partnership, an understanding of all aspects of internal and external operations, and working with Boards and committees.
- Commitment to, and passion for, seniors, issues related to aging, including mental health issues, and be sensitive to the needs and interests of older adults.
- Hold a valid driver license and proficient CPR certification or ability to obtain within 90 days of hire.

Preferred Qualifications

- Substantial experience representing nonprofit organizations and their interests with all aspects of the public sector including the press/media, elected officials, community members, agencies etc., and private sectors including businesses, groups etc.
- Fundraising experience in one or more of the following areas; special events, donor solicitation, grant development and management.

Professional Competencies

- Demonstrated ability to act as a dynamic leader who can implement the Center's Strategic and Business Plan, can generate excitement and inspire seniors, the Board, staff, volunteers, strategic partners and others to collaborate and develop the Center's many potentials.

- Demonstrated ability to lead an organization in implementing and advancing strategic planning and to develop and implement short-and long-term plans consistent with the Center’s vision and mission.
- Demonstrated excellent communication skills – both verbal and written, including but not limited to active listening, public speaking, public relations, and using social media.
- Ability to demonstrate commitment to equity, diversity, and commitment to social justice, especially as it relates to senior and low-income populations.
- Demonstrated ability to engage the larger community in support and advocacy of the Center including effective relationship building, fundraising, and donor relations.
- Demonstrated competency with technology use including but not limited to Word, Excel, Google Drive, email, and social media.

JOB DUTIES

Leadership

- Lead the Center through change and growth, while advancing its strategies, capacities, operations, and programs/services.
- Represent the Center and provide its strategic vision and mission role in the community, surrounding area, and among the senior industry.
- Work closely with the community and strategic partners to integrate the Center’s programs/services and resources throughout the senior community and ensure they align with the city’s mission and senior needs.
- Develop, implement, and maintain a diversity plan that strengthens access, equity, inclusion and fosters a safe welcoming and positive environment for seniors.
- Identify and recommend policies advancing the Center and support the Board of Directors in policy formulation and implementation.

Advocacy and Community Engagement

- Work closely with private and public sectors to meet the Center’s goals and strategies.
- Develop strategies to grow and sustain a vibrant membership.
- Develop, implement, and manage a comprehensive marketing and public relations plan that is consistent with the Center’s goals and strategies as a means to advance advocacy, partner development, quality services/program delivery, and resource development.
- Work with the Board of Directors to expand their influence within the community to better promote the Center’s needs, programs, and services.

Management and Supervision

- Provide clear and supported direction that results in a strong Board of Directors, robust volunteer engagement, active partnerships, skilled staff, and committed support for the Center.
 - Supervise staff including a system of hiring, discipline, annual performance evaluation, training, and mentoring consistent with high functioning nonprofits.
 - Ensure effective deployment of staff resources.
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- Ensure development, implementation, and maintenance of:
 - Effective efforts to recruit and train volunteers and interns;
 - Center procedures and databases;
 - Equipment and supplies;
 - Records, reports etc. to comply with local, state, and federal regulations;

Resource Development

- Work closely with the community and senior industry to cultivate, engage, and maintain strategic partnerships resulting in leveraging and multiplying mutual resources and generating new resources.
- Work closely with appropriate seniors, Board, strategic partners, staff, and donors to develop, implement, and sustain a robust fund development plan.
- Implement the Center's Strategic and Business plan.
- Prepare and manage annual and multiple year budgets aligned with the Center's strategic objectives.
- Support Board members in their fiscal and governance duties and ensure they are engaged in supporting the Center's financial vitality.
- Ensure all aspects Center management and reporting is timely including yearly 990's, 501c3 filings, taxes, negotiate contracts, insurance, grant reporting, compliance with regulatory requirements and safety issues.

Accommodation and Inclusiveness

All offers of employment are contingent upon successful completion of a background inquiry.

Eligible candidates must be able to perform the essential duties listed above and satisfy the minimum requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Redmond Senior Center is an Equal Opportunity Employer. All potential candidates will be considered without regard to race, color, religion, age, sex, marital status, sexual orientation, gender identity and expression, national origin, political ideology, genetic information, veteran status, or the presence of any sensory, physical, or mental disability.

Salary

Initially, this contracted position is scheduled for the first year at .75 of a Full Time Employee (FTE) with compensation of \$48,000. With the Center's growth and successful fund development, the position could move to 1.0 FTE with compensation of \$65,000 plus a benefit package.

To Apply

Send or Email a cover letter and resume to: Redmond Senior Center - Attn: Ted Viramonte
325 NW Dogwood Ave., Redmond, OR 97756
info@redmondseniors.org