



POSITION DESCRIPTION

TITLE: Executive Director, Ed Brown Senior Center, Rancho Bernardo
Reports to: SDSCF President/CEO and Ed Brown Senior Center Board of Directors
FTE: Three-Quarters Time
Location: Ed Brown Senior Center, Rancho Bernardo

PURPOSE OF POSITION

The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fund raising, marketing and community outreach. The Executive Director will report to the EBSC Board of Directors and the CEO of the San Diego Seniors Community Foundation (SDSCF).

General Responsibilities

Organization Mission and Strategy

- The Executive Director works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach, and is responsible for the enhancement of EBC's image by being active and visible in the community and by working closely with other professional, civic, and private organizations. The first year the director will be responsible for the development and execution of a strategic plan.

Organization Operations

- The Executive Director oversees and implements appropriate resources to ensure that the operations of the organization are appropriate, and is responsible for recruiting and training a competent, qualified staff and volunteer corps; effective administration of all EBC operations; and signing all notes, agreements and other instruments made and entered into and on behalf of the organization.

Community Leader

- The Executive Director works with the Board and SDSCF to transform the EBSC into the preeminent local resource for older adults and anyone seeking information on the San Diego aging services network. The Executive Director will work with community influencers, elected officials, civic groups, and other ancillary stakeholders to contribute thought leadership and advocacy to address the growing social and environmental challenges facing today's and tomorrow's older adult.

Board Governance

- The Executive Director works with the Board to fulfill the mission of the organization and is responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

PRINCIPAL DUTIES

- Plan and execute a comprehensive development plan, including individual and major gifts, planned giving, and gifts from foundations and corporations, with a focus on building endowments, donor-advised funds, operating funds, and providing resources for key program initiatives
- Responsible for identifying grant opportunities and submitting applications for relevant grants
- Seek additional funding streams to support the ED role as well as to build a paid staff
- Recruit and manage qualified, dynamic, engaged, and empowered team members as part of building a positive and productive culture
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fund raising and increasing the overall visibility of the organization.
- Work with center Board of Directors on development of strategic plan and provide consistent evaluation and adaptiveness as required
- Ensure the fiscal integrity of EBSC to include submission to the Board of a proposed annual budget and monthly financial review of statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Responsible for the enhancement of EBSC image by being active and visible in the community and by working closely with the media and other professional, civic, and private organizations.
- Become the region's leading advocate for improvement in the region's infrastructure of supports and services that improves older adults' ability to achieve independent community dwelling living
- Conduct monthly meetings with SDSCF CEO to update on the evolution of Executive Director role and to request support as needed
- Become the leader in creating regional grass roots and volunteer efforts to realize the vision of becoming the predominant resource for all things healthy aging
- Become involved with SDSCF senior center coalition to advance the mission of the regions senior center network
- Consistently conduct environmental scans and literature review to embed innovative practices to meet the needs of a larger and more diverse aging demographic
- Increase presence and connection with local elected officials and community influencers to advance the mission of the center
- Develop a thorough understanding of the aging services environment, both current and potential, and incorporate into center operations
- Develop meaningful and impactful volunteer opportunities for both the general community and older adult clientele
- Conduct annual surveys to understand client needs, preferences, and ideas to improve center experience

- Responsible for cultivation of new members, donors, and corporate sponsors as well as retention of membership.
- Maintain awareness and engagement in programs and initiatives in the San Diego region designed to serve vulnerable older adults.
- Achieve programmatic excellence by establishing operational benchmarks, setting timelines, and obtaining the resources needed to achieve strategic goals
- Oversee marketing and other communications efforts.
- Oversee organization's Board meetings and committee meetings
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operations of the organization (if applicable in the future)
- Review and approve contracts for services
- Other duties as assigned by the Board of Directors

QUALIFICATION REQUIREMENTS

- A bachelor's degree or equivalent experience
- Transparent and high integrity leadership
- Experience and skill in working with a Board of Directors
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community
- Demonstrated ability to oversee and collaborate with staff
- A history of successfully generating new revenue streams and improving financial results
- Active fund-raising experience. Excellent donor relations skills and understanding of the funding community
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Strong written and oral communication skills
- Strong public speaking ability
- Strong work ethic with a high degree of energy
- Knowledge of the field of gerontology and of program interventions that serve vulnerable seniors
- Strategic thinker with capacity to see both the big picture and the detailed steps needed to achieve organizational goals
- Demonstrated success in developing and cultivating long-term relationships with donors and key community influencers

KEY RELATIONSHIPS:

INTERNAL: Senior Center staff
Senior Center clientele
SDSCF team members

EXTERNAL: Senior Service Agencies
Key Community Stakeholders and Influencers
Potential donors and grantor agencies
National Organizations that Serve or Represent Seniors
Consultants and Vendors

EDUCATION

- Bachelor’s degree or equivalent experience

PHYSICAL DEMANDS

- Ability to lift 25 lbs
- Able to sit for prolonged periods of time
- Able to sit at a desk and view a computer screen for up to two hours
- Able to speak into and use a telephone for long periods of time
- Ability to bend and stoop

WORK ENVIRONMENT

- Non-smoking, professional environment

I have read and understand the purpose, duties, requirements and qualifications of the **Executive Director, Ed Brown Senior Center, Rancho Bernardo** position.

Employee	Date
SDSCF President/CEO	Date
Chair, RB Senior Center Board of Directors	Date