



We provide services, activities, and support to promote self-sufficient and fulfilling lives for aging adults in our multi-cultural community.

Job Description

POSITION: Executive Director

LOCATION: Southeast Seattle Senior Center

REPORTS TO: Board of Directors

STATUS: Exempt

APPROVED BY: Board of Directors

SALARY RANGE: \$100,000 - \$125,000 DOE

The SouthEast Seattle Senior Center, housed at our current location in the Rainier Valley on So. Holly Street since 1986 - is a not-for-profit Senior Center that was founded in 1961 in response to the special circumstances and needs of older adults. 35 years ago, the Center became aligned under Sound Generations, formerly known as Senior Services. Over the years, the Center recognized the need for independence. On March 1, 2018, the Center was officially and formally separated from Sound Generations. As an independent Center, we are governed by a volunteer Board of Directors, composed of individuals from many different fields of endeavor and from all walks of life.

Mission: At the SouthEast Seattle Senior Center, *"we provide services, activities and support to promote self-sufficient and fulfilling lives for aging adults in our multi-cultural community."*

Vision: Many of our African American, Latino, and Asian members we serve have very limited resources and are dealing with disabilities and may also be caring for others. This means free or low-cost health and wellness programs, and programs and activities designed to promote socialization are vital in our community. The SESSC also serves vulnerable seniors by providing daily activities that include a nutritious lunch for seniors who can come to the Center and we are working to continue a Lunch Delivery program for those who cannot. We create an environment that mitigates isolation for those who have lost their sense of purpose. In a recent profile, Aging and Disability Services found that of King County residents over 60% - 18% African Americans, 17% Asian, and 17% Latinos are living in poverty.

The SouthEast Seattle Senior Center is seeking an Executive Director who can grow the organization's footprint, capitalizing fully on its mission (see above). For this role, the board seeks an entrepreneurial leader who can inspire and develop their team by paying close attention to improving the overall performance of programs and services, developing, and maintaining the organization's culture and work environment, assuring compliance with all relevant federal, state, and local statutes, reporting on revenue, directing organizational strategy, all while supervising and overseeing daily activities. The ideal candidate is a compelling communicator, storyteller, and strong builder of relationships; and is a results-driven manager who has demonstrated success for the initiatives and organizations under their leadership. The Executive Director will oversee all functions and delegate individual tasks as required and have the ability to ensure all staff are aligned to their jobs by their skills. This is a tremendous opportunity for an advocate who wants to make a significant impact in the lives of seniors and their families by bringing in resources to support senior citizens throughout SouthEast Seattle.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Fundraising:** Develop and execute a fundraising plan in conjunction with the Board of Directors, to ensure the Center and related facilities are financially viable. This includes but is not limited to the Major Donor Program, donor retention, overseeing state regulations sourcing and implementing both private and public grants.
- **Programs:** Plan, implement, monitor, and evaluate programs, events, and activities.
- **Budgeting and Financial Monitoring:** Prepare annual budgets, monitor monthly financials, report monthly to Board's Finance Committee (if applicable) and Board of Directors, preserve existing revenues and cultivate new ones; monitor both Operations and Reserve Accounts in conjunction with Finance Coordinator and Finance Chair.
- **Management of People:** Recruit, hire, supervise and evaluate the performance of staff; ensure orientation and training for new hires. Create a culture that empowers staff and results in high productivity, job satisfaction and minimal turnover. Recruit and retain volunteers in conjunction with Community Engagement/Volunteer Coordinator.
- **Facilities:** Develop and maintain a clean, safe, welcoming environment that encourages participation in the Center's programming and activities.
- **Community Engagement:** Provide leadership, effective public relations, advocacy, and information to government agencies, elected officials, other organizations, targeted population, and community members to ensure the Center is respected and highly visible. Must be approachable and have an open-door policy.
- **Communication:** Establish and maintain effective, motivating, supportive and energetic interactions with all staff, members, participants, community members, peers, and Board of Directors.
- **Diversity, Equity & Inclusion:** Actively support the organization's efforts to undo institutional racism, and other forms of oppression, build equity and inclusion and serve an increasingly diverse population, while integrating anti-racism principles and equity and inclusion action plans and enable staff and volunteers to fully engage in activities/events related to building equity and inclusion and addressing institutional racism and other forms of oppression.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty at an above average level. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

1. Baccalaureate degree in sociology, gerontology, community organization, psychology, social work, administration, or related field is required. Master's degree is preferred.
2. Five years supervisory and administrative experience involving policy, program development, grant writing and implementation, budget and financial management is required.
3. Experience working with a Board of Directors and volunteers is required.
4. Experience in the field of aging is preferred.
5. Experience working in or with a nonprofit is preferred.

OTHER SKILLS AND ABILITIES:

1. Proven track record of achieving results in the areas of fundraising, programming, and personnel.
1. Proficiency in MS Word and Excel is required.
2. Ability to multi-task and function in a fast-paced environment with numerous interruptions.
3. Excellent written and verbal communication skills.
6. Excellent customer service skills.
7. Demonstrated compassion and ability to work effectively with individuals of widely diverse economic, ethnic, and social backgrounds.
8. Attention to detail and strong organizational skills.
9. Ability to work on some weekends and evenings as needed.
10. Dependable work attendance is critical and expected.

Note: All employees are subject to WA State Patrol Criminal History Background Check and must complete a Criminal History Self-Disclosure Form.

REASONING ABILITY: Ability to apply common sense understanding, to deal with problems arising from sudden changes in schedule and other unforeseen situations, and to appropriately handle interpersonal misunderstandings or conflicts in a calm and effective manner.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is regularly required to move about the Center and other buildings. The employee must occasionally lift and/or move up to 25 pounds. Also, the employee must be able to walk and navigate stairs.

WORK ENVIRONMENT: The job is performed in a temperature regulated environment with a moderate noise level.