

## **Fortuna Senior Center**

### **EXECUTIVE DIRECTOR JOB DESCRIPTION**

The Executive Director is responsible to the Fortuna Senior Center (FSC) Board of Directors. The position is responsible for leading the organization in its mission and strategic plan. The Executive Director is responsible for control of the management of all aspects of FSC operations and policy implementation. The position serves as the organization's primary contact with senior citizens.

#### **Board Relations:**

1. Recommend policy to the Board and assist the Board in the formulation of policies for effective and economical operation of the organization
2. Maintain appropriate relations with the Board and its various committees and keep them informed and involved in the activities of the organization
3. Administer an orientation and training program for the Board as needed
4. Coordinate annual strategic planning retreat
5. Communicate with the Board, when appropriate, any issues which may hinder the organization's ability to be a successful and viable agency
6. Attend monthly meetings of the Board of Directors and prepare the agenda in consultation with Board President

#### **Financial Management:**

1. Prepare organizational budget and is accountable for implementation and maintenance of the budget once approved by the Board
2. Direct all financial operations of the agency per annual budget and with input from the Board

#### **Fundraising:**

1. Provide active leadership and participation in all fundraising efforts and all activities
2. Maintain and expand a broad base of private and public support and funding that includes members, volunteers, major donors, foundations and program participants
3. Assist in building an effective overall fundraising plan for the organization on an annual basis
4. Seek out and prepare grant applications as appropriate

#### **Programs and Volunteers:**

1. Oversee established programs and activities
2. Develop new programs and activities

3. Promote the development of an active volunteer program – recruits, trains, and recognizes

**Public/Community Relations:**

1. Develop and publish newsletters, recruitment material, PSAs for programs, and maintain website and other social media
2. Work with leadership of FSC Advisory Board in utilizing their knowledge and influence within the community
3. Involvement with other professional associations serving the non-profit human service fields as appropriate to the mission of FSC
4. Represent FSC to membership and the public
5. Responsible for making available information concerning FSC programs and making referrals to other agencies and services

**General Administration:**

1. Maintain office procedures and databases
2. Maintain office records and documents, maintain insurance policies and contracts, and ensure compliance with local, state, and federal regulations
3. Maintain office and space equipment and furnishings
4. Maintain FSC space and coordinate with Facilities manager

**Minimum Job Requirements:**

1. Previous experience with non-profit organizations or human services field
2. Experience in working with volunteers and senior citizens
3. Must have ability to work effectively with boards, committees, volunteers and senior citizens
4. Experience in developing programs, classes, and activities
5. Experience in developing and managing an annual budget
6. Excellent computer skills and willingness to learn new job-specific computer programs
7. Good interpersonal skills, written communication skills, organizational skills, and attention to detail
8. Experience with fundraising and grant writing
9. Office management experience