The Executive Director serves as the chief administrator of the agency, being responsible for the overall management of the senior center's operation and program. This professional level, full-time position is responsible for the planning, organization, and administration of Rufty-Holmes Senior Center, Inc. in accordance with the policies and procedures adopted by the governing Board of Directors. The position directs and supervises other staff members in offering programs, activities and services to the older adult population of Rowan County with four major programs: Senior Center, Nutrition, Information & Assistance, and Title V Senior Employment. As a management position, it is considered FLSA exempt, and is accountable directly to the Board of Directors.

JOB RESPONSIBILITIES

Essential Functions:
Responsible for short and long range planning initiatives
  Involves older adults, community representatives, Board and staff in goal setting
  Seeks resources to meet established goals
  Directs agency efforts toward goal attainment

Supervises Program Managers in operation of agency's overall work plan

Works with Board Committees, Officers of Corporation
  Meets with all Board Committees and the Board of Directors
  Maintains records of Board involvement and action
  Handles Board orientation and training

Handles public, community and internal relations
  Acts as main contact person/agency representative
  Works cooperatively with other agencies to provide services
  Works cooperatively with clubs & organizations, volunteers of the Center
  Handles publicity in accordance with approved marketing plan

Responsible for facility management
  Insures that facilities are properly maintained
  Oversees procurement of maintenance supplies
  Arranges for repairs by outside contractors
  Initiates review of capital needs and projects
  Serves as computer network administrator

Responsible for fiscal management
  Prepares budget proposals
  Initiates and oversees fund-raising and resource development
    Completes annual funding applications for state and federal aging funds
    Completes annual NC Solicitation License application
    Completes annual United Way Allocations package
    Completes annual Combined Federal Campaign application
    Completes annual funding requests to City & County government
Completes annual funding requests to local municipalities
Handles grant writing
Coordinates Annual Fund Campaign
Invoices funding sources on appropriate schedule
Coordinates Business Marketing Program
Authorizes expenditures/payment of bills
 SIGNS all checks issued by Center
Assigns charge codes/maintains budget

Responsible for overall human resource management
Supervises Program Managers, Maintenance & Administrative staff in the daily completion of job responsibilities
Evaluates staff performance
Schedules work hours, training
Handles hiring and personnel actions in accordance with approved policy

Responsible for development and evaluation of program and operation
Directs evaluation of various programs, activities and services
Handles compliance with various state and local requirements
Completes required monthly, quarterly & annual reports
Maintains compliance with National Institute of Senior Center standards
Assembles documentation to substantiate adherence
Leads Board & Staff through re-accreditation process
Completes applications and related paperwork
Recommends revisions to policy & procedure
Drafts new policy and policy changes for Board consideration
Re-writes policy to accommodate approved changes
Distributes updates and revisions to Policy Manual holders

Reviews and reports on facilities, finances, personnel and programs of the Center
Prepares monthly activity reports
Prepares quarterly program reports
Prepares reports required by funding sources
Maintains records and reports of all agency initiatives
Prepares Annual Report

Provides for emergency arrangements
Arranges for emergency procedures in accordance with policy
Directs staff training in responding to emergencies

Secondary Functions:
Helps with special events and programs offered through the Center

Participates in local, regional, state and national aging associations and groups to stay abreast of “cutting edge” programs and methods that would benefit Rufty-Holmes Senior Center

Other special projects as assigned by the Board of Directors
QUALIFICATIONS

Graduation from four-year college or university with degree in human service field

Minimum of five years experience in supervising employees, human resources management and handling fiscal affairs

Possess excellent written and oral communications skills

Proficiency in use of office computers and software

Ability to work effectively and harmoniously with other staff, Board of Directors, older adult clients of the Center, and the general public.

PHYSICAL REQUIREMENTS

The work in this position is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting materials 35lbs. or less. Work includes extended periods of time viewing a computer monitor and operating a keyboard. Work involves operation of a motor vehicle.

EXPOSURE CONTROL

Exposure to hazardous materials should be minimal to non-existent with the exception of some cleaning & maintenance supplies. Exposure to blood or body fluids is possible, but unpredictable, with the administration of first aid and emergency response procedures.

WORK HOURS

Primarily Monday – Friday 8:00am – 5:00pm with one hour lunch. Schedule may occasionally change to address the various needs of the agency and overall program

COMPENSATION & BENEFITS

Salary:  Negotiated at hiring; reviewed annually for adjustment

Benefits:  

Paid Holidays:  New Year’s Day; Martin Luther King, Jr. Day; Good Friday; Memorial Day; July 4th; Labor Day; Veterans Day; Thanksgiving Day; Day after Thanksgiving; Christmas Eve; & Christmas Day

Paid Vacation:  10 days per year during the first five years of employment with the Center; 15 days per year during years 6-14 of employment; 20 days per year for 15+ years of employment

Paid Sick Leave:  Twelve days per year (usable if needed in hourly increments) to be accumulated without limit if not used.
**Health Insurance:** Center pays for employee coverage.

**Basic Life & AD & D Insurance:** $10,000 coverage provided for duration of employment.

**Retirement Program:** After three years of employment, employee is enrolled in Simple Employee Pension Plan; Center contributes 5% of gross salary to plan; employee has option to contribute any amount up to 5% or nothing beginning on first day of employment.

**Mileage Reimbursement:** Standard IRS mileage reimbursement rate for using personal vehicle on official Center business.