

DIRECTOR SOUTHEAST SEATTLE SENIOR CENTER

Our mission: to promote the emotional, social, and physical well-being of older adults.

Salary: \$57,378 - \$64,874
plus benefits



Southeast Senior Center

*Southeast Senior Center
Affiliated with Senior Services*

Southeast Seattle Senior Center
4655 S. Holly Street
Seattle, WA 98118

For more information about this
position, please email
jobs@seniorservices.org

www.seniorservices.org

At Senior Services we embrace the belief that cultural, social, and other differences should be respected and celebrated. We are building a staff team with extraordinary cultural competence and also providing that team with tools to positively address institutionalized racism. All our employees are responsible for providing and supporting a culturally competent work environment that will enrich our interactions with each other and our products and services. This provides the foundation for empowering our customers (primarily those who are aging and giving care to others) so their needs are justly represented and their desires amply fulfilled.

Organizational Overview

Southeast Seattle Senior Center is located in one of the most diverse neighborhoods of Seattle and offers a welcoming community for connecting with others, becoming physically active, keeping the mind active and volunteering. For the active, Southeast offers trips, physical activity programs, educational classes and opportunities for artistic expression. The center welcomes intergenerational and multi cultural connections like the mural project that teens and elders worked on and the wellness program for Somali Women. Outreach staff links older adults and their caregivers to supportive services that improve well being. Wellness staff provides group exercise, support groups and other evidenced based programming. Southeast offers programs and fundraising events which bring people together to celebrate diversity. The Center operates a thrift store and has a diverse base of funding to support its operations.



The Southeast Seattle Senior Center was founded in 1961 and joined Senior Services in 1967. The Center was one of the first centers established in Seattle. As the parent organization, Senior Services employs all of the staff, manages all benefits, arranges for property and liability insurance and handles most of the accounting, including filing tax returns. Southeast serves an average of 1,600 people each year and has an annual budget of over \$340,000. The Center has 145 volunteers who work with 7 staff to operate its numerous programs.

Summary

Southeast Seattle Senior Center is looking for a director who delights in older adults and is interested in leading a diverse multi-service center.



ESSENTIAL DUTIES AND RESPONSIBILITIES:

Fundraising: Develop and execute a fund raising plan in conjunction with the Board of Directors, so that the center is financially viable, including, but not limited to grant writing, individual donor cultivation, organizing events and satisfying government contract requirements.

Programs: Plan, implement, monitor and evaluate programs, events and activities that are culturally relevant and appeal to multiple generations of older adults and lead to increased participation.

Board of Directors: Serve as staff for the Board of Directors so that they are regularly updated on the center's finances, fundraising plans, personnel, facilities management, and public relations efforts. Effectively work with a variety of personality styles and visions for the future.

Budgeting and Financial Monitoring: Prepare the center's budget, monitor the financials, report monthly to the Center Board and Senior Services, preserve existing revenues, cultivate new ones and maintain adequate reserves.

Management of People: Recruit, hire, supervise and evaluate the performance of staff and volunteers. Cultivate the talent and resourcefulness of staff and volunteers so that they bring the best of what they have to offer to the work place.

Cultural Competency: Actively support the agency's efforts to undo institutional racism, build cultural competence, and serve an increasingly diverse population.

Facilities: Develop and maintain a clean, safe, welcoming environment that encourages participation at the center.

Community Relations: Provide leadership, effective public relations, advocacy, and information to governmental agencies, elected officials, other agencies and community members to insure the center is respected and highly visible.

Communication: Establish and maintain effective, motivating, supportive and transparent interactions with all staff, volunteers, participants, community members, peers and Board members. Provide leadership in articulating the vision and direction for the center, including plans to "grow" the membership and services.

QUALIFICATIONS:

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

1. Baccalaureate degree in sociology, gerontology, community organization, psychology, social work, administration, or related field is required. Masters degree is preferred.
2. Ability to obtain a valid Washington State Driver's license is required.
3. Four years' supervisory and/or administrative experience involving policy and program development and implementation, and budget and financial management is required.
4. Proven track record with achieving results in the areas of programming, fundraising and personnel.
5. Experience working with a Board of Directors and volunteers is preferred.
6. Experience in the field of aging is preferred.
7. Experience working in a non profit preferred.
8. Proficient with MS Office Suite (Word, Outlook and Excel).

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

SALARY AND BENEFITS:

\$57,378 - \$64,874 starting salary, depending on experience. Benefits include 401(k), Flexible Spending Accounts, medical, dental, disability, life insurance, paid vacation, sick leave and 12 paid holidays.

TO APPLY

Please submit the following 3 items:

1. **Cover letter** describing your relevant experience and your interest in this position.
2. Current **résumé**.
3. Completed Senior Services **application** form (download from www.seniorservices.org)

Send, email or deliver all the items listed to:

Senior Services
Attn: Human Resources
2208 Second Avenue
Seattle, WA 98121-2055

Email materials to jobs@seniorservices.org

Only complete packets will be considered.

Position Closes: 08/18/2010 at 4:30pm.

Interviews will begin after August 19, 2010.

SELECTION PROCESS

This is a competitive selection process. All fully completed application packages that show the minimum qualifications and have followed the How to Apply instructions will be reviewed. Interviews will be scheduled for those applicants whose qualifications in the areas listed above most closely correspond to the position's requirements. **In order to preserve our resources toward furthering our mission, only candidates with whom we wish to arrange an interview will be contacted.** All others will be maintained in our files for a minimum of six months. However, if you would like to have acknowledgement that your materials have been received, please provide a Self-Addressed, Stamped postcard with your materials.

Senior Services is an Equal Opportunity Employer
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