



Title: Executive Director

Employment Status: Full Time- Exempt Position

Salary Range: \$66,560-\$82,560 DOE

Reports to: Board of Directors

Managerial Duties: Yes

Role and Responsibilities:

The Executive Director and the Board of Directors collaborate toward the Center's mission to serve local seniors through various on-going programs, services and activities addressing the needs of seniors in the Greater Ukiah Community. The Executive Director represents the Center in the community and partners with other non-profits, local businesses, and government agencies to strengthen USC's programs and expand USC's community involvement.

Specific Duties and Responsibilities:

- Supervises and supports program Managers, staff and volunteers on a daily basis. Responsible for overseeing human resource issues, including maintaining and updating the employee handbook as needed and preparing timely performance reviews. Assures that all employment practices are in compliance with State and Federal requirements.
- Responsible for public relations with the greater Ukiah community including maintaining contact with media to promote USC events and community interest stories.
- Ensure membership needs are being met as well as managing membership campaigns to increase the number of active seniors involved in the activities & programs offered.
- Pursues available Grants and Contracts for possible funding of USC programs and services.
- Prepares annual agency budget for Board review and approval.
- Oversees monthly financial reports with Treasurer for presentation to Board of Directors.
- Coordinates with Fiscal Manager to prepare MTA monthly reports as well as MTA annual budget.
- Creates and implements new programs and activities to meet the needs of seniors.
- Motivates and provides recognition for work of staff and volunteers. Plans and oversees committee organizing Annual Volunteer Appreciation event in May.
- Main contact with Capital Project Committee, maintaining the Donor Database. Oversees the various types of donation acknowledgments & thank you letters. Must be able to professionally articulate the Center's mission, vision, and goals in a public setting.
- Oversees the documentation of fiscal procedures and reviews written procedures for safety & building operations. Works with outside auditor and Fiscal Manager to complete annual audit and filing of annual 990 tax returns, and the filing of any other county, state, or federal reporting requirement.
- Develop relationships with city, state, and public entities.
- Collaborate with Volunteer Coordinator to recruit, train and ensure a volunteer corps that is an integral part of the teamwork of the Center.
- Oversees investments and works closely with Community Foundation and Endowment Fund Managers.

Job Qualifications:

- Bachelor's degree in business or related field. Years of experience will be considered in lieu of a degree.
- Five (5) years management experience, preferably with a non-profit organization.

- Experience with fundraising, grant writing and procurement of grants and contracts.
- Experience working closely with a Board of Directors.
- Experience with major capital projects and capital campaign development.
- Must have excellent communication skills and ability to collaborate and partner with other local non-profits, local businesses, and government agencies.
- Ability to interact with all age groups and work with and retain volunteers.
- Experience preparing annual budgets, policy and procedure development and oversight.
- Human Resources experience including mediation and conflict resolution.
- Strong working knowledge of Microsoft Office programs Word, Excel, Outlook, PowerPoint, and ACCESS.
- Working knowledge of QuickBooks or similar accounting software.
- Experience with social media platforms.