

## Executive Director Position Description

### Rufty-Holmes Senior Center, Inc.

1120 S. Martin Luther King Jr. Ave., Salisbury, NC 28144

Rufty-Holmes Senior Center, Inc. is a 501(c)3 non-profit agency located in Salisbury, North Carolina with a mission of providing a focal point for aging resources as well as opportunities to extend independent living and enrich the quality of life for Rowan County older adults. The Executive Director is the key management leader of the agency, responsible for overseeing the administration, programs, and strategic plan of the organization. Key duties include fiscal and facility management, human resources, and community relations. The position reports directly to the Board of Directors.

Position is Full-Time Exempt with a Competitive Benefits Package

#### General Description:

The Executive Director (ED) oversees all programs of Rufty-Holmes Senior Center (RHSC).

The ED works with the Board of Directors to assure the mission and goals of the Agency are implemented effectively and fairly with the highest level of professionalism. The ED provides the RHSC Board of Directors and staff with a dynamic, clear vision for meeting the strategic objectives of the organization. The ED ensures the organization operates in a financially, programmatically, and legally sound manner. The ED supervises the staff supporting the work of RHSC.

#### Major Responsibilities:

- **Leadership/Vision:** Applies knowledge of past trends, current aging demographics, and best practice models to the creation of a dynamic and relevant vision for aging services in Rowan County. Brings leadership and flexibility to ongoing strategic planning with the staff, the Board of Directors, and Rowan County older adults. Provides yearly operational plans and works with the Board of Directors on developing a long-range plan.
- **Program Development and Service Delivery:** Researches, assesses, and evaluates community needs in collaboration with stakeholders. Develops new programs as needed and seeks to fully coordinate existing programs to address identified needs. Leads design of service delivery and supervises management staff in day-to-day coordination. Facilitates and leads implementation of plans for future growth of the Center with community partners.
- **Financial Management:** Recommends an annual budget for Board approval and continually reviews the organization's financial resources within those budget guidelines according to current laws and regulations. Utilizes a diversity of funding for the organization's sustainability and growth.
- **Human Resources Management:** Effectively recruits and manages RHSC staff members following current human resource laws and regulations; works with staff to facilitate an environment in which staff have an opportunity to grow professionally; allocates staff resources to meet the goals of the organization; establishes an environment that enhances a positive self-image for staff and participants; serves as role model for staff in working effectively with volunteers, community members, donors, and other aging service agencies.
- **Community and Public Relations:** Acts as lead spokesperson for RHSC. Consistently presents agency's mission, programs, and services in a positive manner to build community awareness and support of the Agency's important role in the community. Strengthens role of RHSC as county's focal point for information and resources for older adults. Knowledgeable of local and state Aging network; leads collaborative efforts effectively.

- **Information Management:** Improves access to information for older adults and their families by building a well-coordinated information system. Provides leadership in the collection, coordination, and dissemination of information regarding aging services, public policy, research, best practices, and linkages with other information resources.
- **Advocacy:** Maintains knowledge of pertinent issues and advocates effectively at the local and state levels. Has skills necessary to build and support effective legislative, programmatic, and individual advocacy networks to address aging issues.
- **Fundraising:** Plans and implements fundraising programs, including research of funding sources and requirements, establishes strategies for approaching funders, submits grant proposals, implements special events, and cultivates donors. Works with Board of Directors and supervises the RHSC staff in accomplishing annual goals. The ED assures compliance with funding requirements and documentation and is responsible for signing all notes, agreements and other instruments made and entered into on behalf of the Agency.
- Other duties and responsibilities identified as assigned by the Board of Directors.

### **Qualifications:**

- Demonstrates positive, professional leadership using innovative approaches to achieve goals.
- Has knowledge of Home and Community Care Block Grant requirements and program standards.
- Has knowledge and job experience in aging services, with preference given to experience and knowledge of services in NC.
- Has vision for the organization and can communicate and implement that vision effectively.
- Demonstrates effective networking and collaboration with a wide variety of individuals, including older adults, community members, non-profit agencies and other service providers for older adults and other community stakeholders.
- Acts with integrity, good judgment, fairness, respect and maintains confidentiality.
- Utilizes strong management and organizational skills with proven ability to handle multiple tasks with ease.
- Possesses excellent communication and interpersonal skills necessary to support the organization.
- Skill in creating and managing budgets/financials, including budget analysis, decision making and reporting.
- Demonstrates experience in grant writing and grant management, including government grants.
- A bachelor's degree and relevant experience in non-profit business management is required; master's degree in non-profit management or the human services field is strongly preferred.

### **Experience:**

Demonstrated knowledge of and experience with aging issues, information/programs, state/federal policies, services, and existing community network. Proven ability in successful coalition building/collaboration and financial management. Must possess ability to identify gaps in services and to problem solve effectively in meeting community needs. Has worked successfully with older adults, non-profit agencies, community leaders, policy makers and elected officials. Possesses excellent verbal/written communication skills, as well as interpersonal skills. Strong organizational and human resource management skills.

**Submit a cover letter, resume, three references, and minimum salary requirements, to be considered.**

**Resumes accepted through August 18, 2023. Send to: [jobs@ruftyholmes.org](mailto:jobs@ruftyholmes.org)**

Position to start late fall 2023 and date is negotiable.