

# JOB ANNOUNCEMENT

**Executive Director**

**Vashon Senior Center**

**Salary: \$40-48K DOE, exempt**

**Paid Time Off**

**Stipend in Lieu of Benefits**

## Background

Vashon Senior Center is an independent non-profit with over 500 members. It is located in the heart of downtown Vashon. The Center is open four days per week, 9AM-3PM and offers a cadre of programs. Low cost hot nutritious lunches are served M, T, W, and F. Activities include everything from knitting to Zumba; meditation to Mah Jongg; field trips to bridge. Some activities occur outside of normal operating hours.

Vashon Senior Center is a welcoming place for Islanders to enjoy companionship and to engage in intellectual, physical, and fun activities. The mission of the Center is to "create a sense of community that enhances the experience of being an older adult."

The Center is administered by an Executive Director who serves an 11-member Board of Directors. The Executive Director supervises seven part-time staff members as well as many volunteers

## Position Summary

Vashon Senior Center is looking for a dynamic individual who delights in older adults and is interested in leading a multiservice center on beautiful Vashon-Maury Island.

## Essential Duties and Responsibilities

- 1. Management of People:** Recruit, hire, supervise and evaluate the performance of staff. Create a culture that empowers staff and results in productivity, job satisfaction and low turnover. Recruit and train volunteers.
- 2. Community Relations:** Be the face of Vashon Senior Center in the community. Develop mutually beneficial partnerships with other organizations. Interact regularly with Center participants. Ensure that the Center is highly visible and a respected part of the community.
- 3. Fundraising:** Develop and execute a fund raising plan in conjunction with the Board of Directors so that the Center remains financially viable and supports essential services.
- 4. Budgeting and Financial Monitoring:** Prepare annual budget, monitor monthly financials, perform account reconciliations, and prepare performance reports to funders. Provide budget report to the Board of Directors on a monthly basis. Preserve existing revenue streams and cultivate new ones which will include seeking grants.
- 5. Programs:** With staff assistance, plan, implement, monitor and evaluate the Center's programs, trips, events and activities. Participate in the writing and review of the monthly newsletter to keep the membership informed and excited by the Center's happenings.

**6. Board of Directors:** Work in conjunction with the Board of Directors on the Center's finances, fundraising plan, facilities management, board member recruitment, and public relations efforts.

**7. Communication:** Establish and maintain effective, supportive, and energetic interactions with staff, members, participants, community members, and Board members. Provide leadership in articulating the vision and direction for the Center.

## Qualifications

We are seeking someone who is professional in his or her ability to manage staff and volunteers, is able to delegate, has excellent time and project management skills, superior inter-personal skills and has a collaborative team approach to management. The qualifications listed below are representative of the knowledge and skills required to perform the job as Executive Director. The Executive Director must be a leader, flexible, and able to multitask.

1. A Baccalaureate degree is required, preferably in sociology, gerontology, community organizing, social work, psychology, administration or related field.
2. Experience in the field of aging.
3. Excellent verbal and written communication skills.
4. Experience with grant writing and grant management.
5. Proven track record in achieving results in area of fundraising, programming and personnel.
6. Computer literate and proficient with MS Office Suite (Word and Excel)
7. Three years of progressive management experience is preferred.
8. Experience working with a Board of Directors and volunteers is preferred.
9. Familiarity with Vashon-Maury Island community is preferred.
10. Experience with account reconciliation is preferred.

**Note: All employees are subject to periodic Washington State Patrol Criminal History Background Checks and must complete a Criminal History Self-Disclosure Form.**

## How to Apply

Please e-mail a cover letter, a current resume, and contact information for three references to: [admin@vashoncenter.org](mailto:admin@vashoncenter.org)

Or, you may mail or deliver your application materials to:

**Vashon Senior Center Board of Directors  
C/O Job Application  
PO Box 848  
Vashon, WA 98070**

**Position Closes at 3PM on Monday April 9, 2018. All application materials must be received by 3PM April 9.**

## Selection Process:

Interviews are anticipated for the week of April 16th. This is a competitive process. All fully completed application packages that show minimum qualifications and followed the How to Apply instructions will be reviewed. Interviews will be scheduled with the candidates whose qualifications best align with the needs of Vashon Senior Center as listed above.