

SENIOR COMMUNITY CENTER OF OWENSBORO-DAVIESS COUNTY, INC.

JOB DESCRIPTION

EXECUTIVE DIRECTOR

The Executive Director for the Senior Center of Owensboro-Daviess County has overall responsibility for the operations of the Center and reports directly to the Center's Board of Directors. The Executive Director is the face of the organization and represents the organization in all activities with governmental agencies, businesses, and the general public. The following is a description of those responsibilities and necessary qualifications of the Executive Director.

1. Possess a detailed understanding of the needs and challenges that older citizens have and be a committed advocate for the programs necessary to address those challenges.
2. Pursue any potential revenue sources for the organization, including, but not limited to the rental of available building space, governmental funding, endowments, grants, fund raising activities, business and private assistance, gifts, and any other revenue streams as approved by the Board of Directors.
3. Management of annual budget which includes funds for maintenance and operation of building facilities, capital equipment, and building improvements. A sufficient reserve will be maintained in an amount stipulated by the Board of Directors.
4. Insure that all third party contracts include all costs relating to labor, utilities, and building expenses, both deferred and future.
5. Follow all federal and local regulations as stipulated by grant contracts and agreements
6. Hire and supervise all managers of the various programs of the Center, including the Accounting department and conduct annual evaluations for those managers.
7. Schedule meetings for the Board of Directors based on the frequency as dictated by the Board. Take minutes for those meetings and provide reports to the Board regarding the activities of the Center as well as providing current financial statements.
8. Maintain ongoing channels of communication with Board of Directors, staff members, funding agencies, and community partners.
9. Provide the Board of Directors with an annual report detailing the accomplishments of the prior year and a plan of action for the upcoming months, including new program recommendations and program changes.

MISSION STATEMENT: To provide active, caring, supportive, and environmental services to older citizens so they may move independently and live energetically.

