



## EXECUTIVE DIRECTOR JOB DESCRIPTION

**JOB TITLE:** Executive Director

**DEFINITION:** The Executive Director (ED) will have overall strategic, operational, and visionary responsibility for the West Chester Area Senior Center's (WCASC) staff, programs, fundraising initiatives, and growth. They will develop a deep understanding of the organization's mission, operations, programs, finances, and community relationships. The ED serves as an ex-officio member of the Board of Directors and attends all board meetings.

**SUPERVISION:** The Executive Director reports to the Board of Directors.

### QUALIFICATIONS:

**EDUCATION:** Bachelor's Degree required; advanced degree is a plus.

### EXPERIENCE:

- Minimum of 10 years of successful senior management experience in a nonprofit organization with a budget of at least \$500,000.
- Demonstrated success in leading an organization, staff, and volunteers effectively.
- Strong record of working with a Board of Directors and cultivating leadership relationships.

### REQUIREMENTS:

- Valid driver's license with a satisfactory driving record.
- Successful completion of required background checks (FBI clearance, Child Abuse Clearance, criminal background check, etc.).
- Compliance with all required agency, county, and state training and certifications.
- Proficiency in Microsoft Office and donor database software.
- CPR and AED training required.

### ATTRIBUTES:

- Transparent, collaborative, and high-integrity leadership.
- Entrepreneurial and innovative mindset, with a focus on best practices and regulatory compliance.
- Mission-driven, action-oriented, and passionate about serving seniors.
- Strong interpersonal, strategic planning, and public relations skills.
- Ability to work effectively with diverse stakeholders, including staff, volunteers, community leaders, and participants.

## **RESPONSIBILITIES:**

1. Lead the organization in achieving its mission, goals, and objectives.
2. Oversee all fundraising, programmatic, and service initiatives for WCASC.
3. Serve as the staff liaison to the Board of Directors and organizational committees.
4. Hire, supervise, and retain competent staff and volunteers.
5. Ensure compliance with all relevant regulations, licenses, and reporting standards.
6. Encourage staff and volunteer development and promote a positive organizational culture.
7. Maintain the safety, cleanliness, and compliance of WCASC facilities including activity rooms, offices, commercial kitchen and food pantry as well as separate building including rental apartment and bookstore.
8. Establish and maintain strong community partnerships with agencies, government entities, businesses, and donors.
9. Represent WCASC publicly, ensuring positive community relations and fundraising success.
10. Oversee financial management, including budgeting, reporting, and compliance.
11. Lead grant writing and fundraising efforts in collaboration with the Board and Development team.
12. Manage all operational aspects, including facility maintenance, financial planning, and risk management.
13. Ensure compliance with ADA accessibility and facility safety requirements.
14. Supervise external financial services, including bookkeeping and audits.
15. Keep up with best practices in nonprofit leadership and senior services.
16. Serve as the primary point of contact for emergency situations and operational matters.
17. Other responsibilities as assigned by the Board of Directors.

## **WORKING CONDITIONS:**

- Full-time onsite position, requiring local travel.
- Flexibility to be on-call for emergencies.
- Physical requirements include standing, sitting, lifting, and stretching.

## **POSITION BENEFITS:**

- Competitive salary and benefits package, including medical, dental, and vision coverage.
- Paid holidays and paid time off (PTO).
- 403(b) retirement plan.

**TO APPLY:** Submit a resume and cover letter to [WCSeniorsED@gmail.com](mailto:WCSeniorsED@gmail.com) by March 21, 2025.  
**No phone calls, please.**

**WEST CHESTER AREA SENIOR CENTER IS AN EQUAL OPPORTUNITY EMPLOYER**