



POSITION DESCRIPTION

Seniors Job Bank - Executive Director

Seniors Job Bank (SJB) is a small nonprofit organization located in the West Hartford Town Hall that helps people 50 and older find part-time and per diem work through their job referral program in the Greater Hartford area.

This exempt position is managerial/administrative in nature and is part time - 30 hours per week. Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for the Seniors Job Bank Job Referral Program, development, staff member supervision, volunteer recruitment and management and execution of its mission. Serves in an ex-officio role on all board committees.

Responsibilities:

Plans and executes all development and fundraising functions to include grant writing, creation of direct mail appeals, email appeals and stewardship of donors.

The fundraising and grant applications serve to support the budget that the executive director participates in creating each year. Monitors expenditures and provides supporting documentation for accounts payable/accounts receivable and all donations.

Responsible for overall daily operations to include creation of processes to fulfill the mission. Creates and updates forms, assists employers/clients with writing job descriptions and interviews new job seekers. Arranges for purchase and maintenance of computers and office equipment and supplies.

Develops and executes marketing strategies to include email marketing via Constant Contact, social media, the SJB website and brochures /flyers.

Represents the organization at community events and external business meetings. Must attend and participate in local meetings including, but not limited to, the West Hartford Seniors Citizens Advisory Commission, Chambers of Commerce and Rotaries.

Participate in relevant workshops and training to remain knowledgeable about current laws and practices affecting nonprofit organizations, fundraising and the job market.

Acts as database and website administrator to include maintenance of the job matching database and fundraising database.

Works with the Board of Directors on strategic planning and new business development. Informs the Board of Directors of trends and regulations impacting the organization.

Supervises a part-time office assistant.

Qualifications

- BA/BS degree preferred, with a minimum of 5-7 years of nonprofit experience preferably as a manager.
- Knowledge of the Greater Hartford community, specifically nonprofit and foundation resources, are strongly preferred.
- Commitment to the mission and vision of the Seniors Job Bank.
- Interest and ability to work with individuals over age 50. Sensitivity to the specific employment challenges of this population.
- Ability to work effectively with a voluntary Board of Directors.
- Strong fundraising, development, and marketing experience. Must be able to work with a wide range of stakeholders.
- Commitment to quality programs and data driven decision making.
- Must be computer literate.
- Strong written and verbal communication skills and excellent interpersonal skills.
- Must be self-directed, highly motivated, action oriented and adaptable.
- Must demonstrate an innovative approach to nonprofit management and be able to seek consensus. Must possess problem solving skills.
- Strong work ethic, integrity, creativity, positive attitude and mission driven vision are critical skills.

Seniors Job Bank is an Equal Opportunity Employer.