

Executive Director Job Description

Benzie Senior Resources

Benzie Senior Resources (BSR) is a 501(c)(3) nonprofit in Benzie County, Michigan, dedicated to providing exceptional services and care to seniors. We offer home-delivered meals, home health care and clinics, and a senior center offering meals and social activities, empowering seniors to remain in their homes. With a \$2.5 million budget and a team of 30 employees and numerous volunteers, we are seeking a new Executive Director to lead our mission.

Role Overview

The Executive Director drives BSR's mission to improve the quality of life for older adults. Responsibilities include organizational leadership, community engagement, program oversight, and financial management. The role works closely with the Board of Directors, staff, and community partners to ensure high-quality services.

Key Responsibilities

Leadership & Community Engagement

- Advocate for seniors in Benzie County and foster local partnerships.
- Collaborate with the Board on strategic planning and fundraising.
- Represent BSR's interest to federal, state and local policy makers & funding bodies.
- Promote a mission-driven culture and empower staff to take initiative.

Operational & Program Oversight

- Manage daily operations: personnel, budgeting, finance, contracting, and compliance.
- Supervise program development, quality control, and community needs assessments.
- Maintain properties and technology with sustainability in mind.

Financial Management

- Ensure financial health and adhere to Board-approved budgets.
- Prepare annual budgets with the Fiscal Manager and manage grant compliance.
- Oversee financial operations, contracts, and budget monitoring.

Human Resources

- Lead staff recruitment, training, and development.
- Manage 8 direct reports and support effective communication within the team.

- Develop and implement HR policies.

Qualifications

- Experience working with older adults and in human services.
- Background in business or nonprofit management.
- Strong financial, fundraising, and HR management skills.
- Effective communication and community-building skills.
- Knowledge of nonprofit regulations, HIPAA, and facility management.

Requirements

- Bachelor's degree or equivalent in health, social sciences, or business administration; geriatrics expertise preferred.
- 5+ years in a senior nonprofit management role.
- Strategic planning and financial oversight experience.
- Leadership skills and Board collaboration ability.
- Valid Michigan driver's license (or ability to obtain one) and ability to pass a background check.

Personal Attributes

- Integrity and ethical standards.
- Compassion for the senior community.
- Excellent listening and communication skills.
- Commitment to staff development and a positive work environment.

If you are passionate about enhancing the lives of seniors, we invite you to apply. Qualified and interested candidates should submit a cover letter, resume, list of professional references and salary history and requirements via e-mail to: thomasjkern@gmail.com. Applications will be received through Monday November 25, 2024.