

# Benzie Senior Resources

## Executive Director

**Benzie Senior Resources (BSR)** is a 501(c)(3) nonprofit organization serving Benzie County, Michigan, dedicated to providing high-quality services and compassionate care to older adults. Through home-delivered meals, home health clinics, and a vibrant senior center offering meals and social engagement, BSR helps seniors remain healthy, independent, and connected in their own homes and community.

With an annual operating budget of approximately \$2.5 million, a dedicated staff of 30 employees, and the support of numerous volunteers, BSR is seeking an experienced and mission-driven **Executive Director** to lead the organization into its next chapter.

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## Position Overview

The Executive Director provides steady, effective operational leadership for a complex, people-centered organization serving older adults in a rural community. This individual is responsible for ensuring the consistent delivery of programs, supporting and developing staff, and maintaining reliable systems and processes within a resource-conscious environment.

This role is well suited for a practical, hands-on leader who values collaboration, operational excellence, and incremental, sustainable improvement.

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## Core Leadership Profile

The ideal candidate:

- Enjoys hands-on staff leadership and daily operational management
- Guides organizations through steady, continuous improvement rather than large-scale disruption
- Leads with composure and sound judgment in environments with fixed funding and competing priorities
- Understands the operational and workforce realities of rural service delivery
- Maintains appropriate governance boundaries while working productively with a Board of Directors

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# **Primary Responsibilities**

## **Organizational & Operational Leadership**

- Oversee the day-to-day operations of BSR to ensure programs are delivered safely, consistently, and in compliance with all regulatory and funding requirements
- Translate Board-approved direction into clear operational plans, priorities, and timelines
- Maintain effective systems for compliance, reporting, budgeting, scheduling, and service coordination
- Monitor organizational capacity and adjust operations as needed in response to staffing, funding, or service demands

## **Staff Leadership & Performance Management**

- Supervise and support a multidisciplinary leadership team through clear expectations, regular feedback, and direct communication
- Maintain an effective performance management process that promotes staff development, role clarity, and retention
- Utilize technology platforms and data systems to enhance communication, track performance, and improve the employee experience
- Coach staff through performance challenges and encourage professional growth
- Lead with awareness of recruitment, retention, and workload pressures common in rural labor markets

## **Board Partnership & Governance Alignment**

- Work collaboratively with the Board of Directors while maintaining clear operational authority
- Provide timely, accurate information to support Board oversight and fiduciary responsibilities
- Implement Board-approved policies and decisions with consistency and accountability
- Support strong governance practices without reliance on Board involvement in daily operations

## **Financial & Resource Stewardship**

- Manage organizational resources responsibly within established funding structures
- Oversee budgeting, financial reporting, and fiscal controls
- Ensure compliance with grant and contract requirements
- Support fundraising and revenue development efforts as part of a shared organizational commitment

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## **Qualifications**

- Bachelor's degree or equivalent experience in health services, social sciences, business administration, or a related field; experience in geriatrics or senior services preferred
- Minimum of five years of senior-level nonprofit management experience
- Demonstrated experience in strategic planning and financial oversight
- Strong leadership, communication, and Board collaboration skills
- Valid Michigan driver's license (or ability to obtain one) and ability to pass a background check

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## **Ideal Experience & Attributes**

- Sound operational judgment and consistent follow-through
- Comfort working within established systems and resource constraints
- Emotional steadiness and clarity under pressure
- Respect for the complexity and dignity of serving older adults in rural communities
- Commitment to teamwork, transparency, and mission-driven service