

Job Opening for Executive Director, Senior New Ways, Los Altos CA

Senior New Ways, an outreach organization with seniors and their families in northern and central California, creates, offers, and supports group programs that enhance the well-being of seniors. The position of Executive Director will be open January 1, 2010. It will be:

- 30 flexible hours
- \$45,000 per year with benefits negotiable

This position will be advertised October 15 through November 15, 2009 or until the position is filled. Email resume and letter of interest to exdir.resumes@gmail.com

Executive Director, Senior New Ways, Job Description

The Executive Director (ED) of Senior New Ways (SNW) oversees the day to day operations of the 501 (c)(3) non-profit corporation which creates, offers and supports group programs that enhance the meaning, purpose and well-being of seniors.

1. Gives direction and leadership toward the achievement of this mission and its annual goals and objectives; leads in strategic planning.
2. Coordinates the activities of evaluation, marketing, seniors' programs development, publicity, sale of program-related products, and training and supervision of independent contractors and staff.
3. Takes responsibility for fundraising and grant writing.
4. Oversees budget and accounting, in conjunction with the SNW accountant.
5. Manages the organization's finances, including budget development and monitoring, income and expense forecasting, internal and external reporting, and oversight of day-to-day financial activity.
6. Develops and oversees compliance with legal, tax, risk, and facilities management policies and procedures.
7. Assures that the organization, its mission and programs are consistently presented with a strong, positive image; serves as a spokesperson at professional meetings and conferences, in public media, with funders and donors, and other community members.

The ED reports to the Board of Directors and supports the operations and administration of the board by advising and informing board members and interfacing between board and staff/independent contractors.