

Princeton Senior Resource Center Executive Director Job Description

PSRC is a non-profit organization dedicated to serving a diverse community of older adults. This includes individuals who are active, engaged, independent, and aging in place in their own homes. PSRC also serves area residents who live in residential communities and benefit from support and referral resources.

PSRC's mission is centered around a commitment to lifelong learning. A vibrant roster of programs includes those for educational and enrichment, social and recreational activities, health and fitness classes, technology assistance, tax assistance, and retirement planning. Noteworthy among these is the *Evergreen Forum*, which offers day-time classes taught each Fall and Spring by a distinguished volunteer faculty, many of whom are retired from professional or academic life, including a number from Princeton University. The Forum engaged approximately 1,200 participants during the 2017-18 program year. Support and Guidance services include individual and family consultations, care planning, assistance with transitions through life's changes, support and wellness groups, information and referral to community services, advocacy, assistance with benefit applications, and linkage to in-home support for older adults and caregivers. While PSRC's focus is on adults age 55+, programs on retirement planning and family caregiver support are extended to anyone in the greater Princeton area, including residents in Mercer, Middlesex, Monmouth, Somerset and Bucks counties.

In 2017, over 3,000 people participated in PSRC programs and classes. In addition, 75 people received weekly resource assistance. PSRC has 80 collaborative partners, 376 volunteers, and a staff of 15 full- and part-time professionals. PSRC has a FY18/19 budget of approximately \$875,000 and an operating endowment of \$3 million. It is governed by a board of 17 community members, and has an Advisory Council of 15.

The Position:

The Executive Director is the Chief Executive Officer of the Princeton Senior Resource Center (PSRC). The Executive Director reports to the Board of Trustees, and is responsible for the organization's consistent achievement of its mission and financial objectives. Specific responsibilities include:

- Oversee the day-to-day operation of all aspects of PSRC including the hiring, firing and evaluation of staff required to accomplish PSRC's work.
- Serve as the Chief Development Officer by overseeing the development of strategic, effective fundraising programs that will grow unrestricted funds and capital reserves.

- Create a professional work environment by adhering to sound human resource practices, encouraging best practices, professional development, and a collaborative work ethic, and ensuring updated job descriptions and work plans.
- Guide the organization's work with compassion, patience and sensitivity for the aging community it serves.
- Support the ongoing work of the Board of Trustees, Executive Committee, and other board committees and provide the Board with quality, timely information necessary to set strategy for and governance of the organization.
- Work closely with the Board Chair on priority issues affecting PSRC's ability to operate effectively.
- Work with the Board Finance Committee to prepare a responsible annual budget, establish proper financial reporting to monitor the budget monthly, and internal controls to ensure that the organization operates within budget guidelines.
- Work with the Board Executive Committee and staff to implement strategic direction through sound marketing, strategic planning, and the successful completion of the Capital Campaign.
- Ensure proper management, conservation, and maintenance of PSRC's physical plant and tangible assets and ensure that all corporate documents are updated, accessible, and safely stored.
- Communicate effectively, intentionally, and enthusiastically with the varied stakeholders who constitute PSRC's community.
- Facilitate, participate in and otherwise seek collaborative partnerships of community leaders, educators, funders and other providers who can help advance the work of the PSRC.

Qualifications:

- Bachelor's degree required; graduate degree desired
- At least ten years of meaningful work experience in nonprofit management or a related professional field; previous successful experience in an executive director or leadership position desired
- Prior work and a compassionate understanding of the sensitivities of working with an aging constituency desired
- Proven ability to effectively motivate and manage staff
- Demonstrated experience in major gift fundraising
- Strong communications skills
- Demonstrated ability to work effectively with the Board of Trustees
- Energetic, confident, and a good sense of humor
- Demonstrated ability to effectively manage and understand a variety of key functions including strategic planning, communications, finance, administration, fundraising, data management and technology, and the provision of social services.

Application Process:

Candidate Opportunity Statement can be found at www.princetonsenior.org. Salary is competitive. To apply, please send cover letter, resume and three references to search@princetonsenior.org. Deadline: November 2, 2018. Mailed applications will not be accepted. No calls, please.