

## **One Stop Senior Services Executive Director**

### **Organization Profile**

One Stop Senior Services (“One Stop”) is a 501(c)3 organization founded in 1980 in New York City. The organization remains dedicated to its founding mission to provide comprehensive support to older adults living on Manhattan’s Upper West Side, with the goal of helping them remain active members of the community, living independently, safely, and with dignity for as long as possible. One Stop clients include healthy and active seniors; physically frail, homebound, and isolated seniors; and seniors who are victims of physical, psychological, and financial abuse. One Stop has a talented and dedicated staff of 9 F/T employees, 4 P/T employees, 6-10 volunteers, and an eleven member Board of Directors (“Board”). The organization’s operating budget for the current fiscal year is approximately \$892K. Before the recent economic downturn, the budget was over \$1.1M.

### **Candidate Profile**

Reporting to, and partnering with, the Board of Directors, the Executive Director is responsible for carrying out the organization’s mission, and is accountable for all aspects of the organization’s management, including strategic planning, fund-raising, budgeting, financial management, operations, communications, advocacy, and community partnerships.

The ideal candidate will possess a deep understanding of, and enjoy strong professional relationships within, the aging and healthcare communities to ensure that One Stop is positioned to meet the emerging and changing needs of seniors. S/he will be a strong leader and a strategic and creative thinker who can clearly define success and the measures needed to achieve it. S/he will have the vision to lead One Stop in meeting new challenges, including the ability to recruit, develop, and direct staff, volunteers, and board members, and facilitate a productive, multicultural work environment. S/he will be adept at communicating the importance of the One Stop model specifically and, more generally, the need to create age-friendly communities in which older Americans remain active, engaged, independent members.

The Executive Director is One Stop’s chief fundraiser and principal spokesperson. S/he will build on existing, and create new, relationships with individual donors, foundations, corporate sponsors, and government funders. The Executive Director is the primary representative of the organization throughout the community, and actively seeks out opportunities to raise the profile and visibility of One Stop. S/he advocates for policies which will enhance the lives of older adults, and works with partners to further the organization’s mission.

### **Principal Responsibilities**

- Work with the Board to develop mid- and long-term strategic priorities, staffing, facilities, funding, partnerships, and other resources necessary to implement those strategies;
- Take primary responsibility for developing and executing an operational plan that will realize the agreed upon strategic priorities
- Develop strategies to expand government, corporate, foundation and individual funding for One Stop’s programs while retaining our existing support;

- Build and maintain relationships with elected officials, foundation officers, government contract officers, business and community leaders, and other organizations serving seniors;
- Serve as a respected leader in the field, including advocating for policies that benefit seniors, especially those who are most vulnerable and frail, and those who are victims of elder abuse; work with the Board to enhance One Stop's visibility and reputation in the field of aging services and among nonprofits, while advancing One Stop's reputation as an information source for seniors and their families through branding, the website, and promotional materials;
- Work with the Board to identify and recruit effective board members; provide staff support to the Board and its committees; and provide the Board with the necessary materials to make informed decisions.
- Perform all of the usual and necessary duties of a chief executive officer in all areas of non-profit management, including employment, finance, policy development and implementation, and compliance with federal and state not-for-profit laws and regulations

### **Qualifications**

- Experience leading an organization of similar size and mission, or providing increasingly responsible leadership in a senior management capacity;
- Exceptional strategic planning, decision-making, and problem-solving abilities;
- Entrepreneurial skills: especially proven ability to “think big” and implement those ideas in partnership with Board, staff, and other stakeholders;
- Ability to develop metrics and performance indicators to monitor the organization's impact and measure its success;
- Competence in not-for-profit budgeting and financial management, including familiarity with government contracting processes and contract administration;
- Knowledge of social service programming and practices, especially programs for the elderly;
- Demonstrated ability to develop and implement a comprehensive fundraising plan for a similar sized organization, and demonstrated success in expanding and diversifying funding;
- Ability to attract and work with individual donors and foundations;
- Excellent financial management skills, including financial responsibility and authority for managing similar-sized budgets and accurate financial reporting;
- Excellent oral and written communication skills, bi-lingual English/Spanish or English/Kreyòl a plus; and
- An advanced degree in a relevant discipline and a minimum of five years of relevant experience is preferred.

### **How to Apply**

Interested applicants should submit a resume and cover letter with salary history to [onestopseniorservicesNYC@gmail.com](mailto:onestopseniorservicesNYC@gmail.com) by January 31, 2012.

One Stop is an Equal Opportunity Employer, and encourages candidates of all backgrounds to apply for this position. Compensation, including benefits, is competitive and commensurate with the candidate's experience and qualifications.