



**Position: Executive Director for Eastside Friends of Seniors**

[www.eastsidefriendsofseniors.org](http://www.eastsidefriendsofseniors.org)

*This is a great opportunity to lead a local non-profit organization recognized for its success serving seniors in several eastside communities. The right candidate will fulfill the EFS vision to expand in additional cities and help it grow to serve more seniors in need.*

Eastside Friends of Seniors (EFS) provides volunteer-based services for seniors facing the challenges of aging. Our volunteers support the independence of the elderly in the community by providing services including transportation, light housekeeping, and handyman chores at no cost to seniors in need. EFS helps the elderly population living in the greater Issaquah, Sammamish, Snoqualmie Valley and Bellevue communities, enabling them to stay where they really want to be living independently in their own homes.

EFS is looking for a dynamic executive director who is passionate and committed to addressing the needs of seniors. Candidates must have experience with fund-raising, volunteer development and administrative management. The ideal candidate will have donor development and direct fund-raising experience, knowledge of fiscal budgets, excellent management and communication skills, knowledge of senior aging issues, and the ability to move the organization into the future.

The executive director administers agency operations by reporting to the board of directors and working closely with the staff and volunteers to provide support for the overall goals and objectives of EFS.

**Job Responsibilities**

**Supporter Development, Communications, and Fundraising**

We are seeking a successful fundraiser with demonstrated skills raising funds and experience in building diverse funding support from individuals, congregations, corporations, foundations, government and strategic partners.

- Oversees tracking and reporting necessary for funders and stakeholders.
- Works with the board to achieve fundraising goals.
- Oversees the creation, publication and distribution of the agency newsletter, weekly informational stories, social media, and communications related to special events.
- Ensures that all agency communications are accurate, professional, compliant with agency communications guidelines and timely.

## Program Development and Administration

- Creates the annual work plan in collaboration with staff and the board of directors, and provides quarterly reports on progress.
- Administers and directs EFS programs through a staff of employees, volunteers, interns and board committees.
- Responsible for employee hiring, supervision, and evaluation.
- Maintain a working knowledge of significant developments and trends in nonprofit management, volunteer-based programs, and senior care.
- Works with the board to develop and monitor the agency budget
- Ensures agency expenses are in compliance with board approved budget levels.

## Required Knowledge, Skills and Abilities

- Knowledge of the challenges of aging that seniors face each day.
- Excellent verbal and written communication skills and attention to detail.
- Knowledge of funding resources and strategies, and demonstrated success writing, receiving and managing grant funding.
- Knowledge of management principles and practices relating to human resources, budget and program administration.
- Ability to work effectively with a wide variety of individuals, including program volunteers, board members, staff, senior clients, local congregational groups, service groups, elected and governmental officials, and members of the media
- Significant and proven success in fundraising and donor development.
- Ability to establish goals and objectives, set priorities, monitor programs, and recommend necessary adjustments.
- High level of proficiency in all Microsoft Office Suite software and database applications.
- 5-7 years of progressive leadership experience.

To apply please send a cover letter and resume by 1/21/14 to [careers@eastsidefriendsofseniors.org](mailto:careers@eastsidefriendsofseniors.org).

Eastside Friends of Seniors is an equal employment opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.

As part of our standard hiring process for new employees, employment with Eastside Friends of Seniors will be contingent upon successful completion of a background check.