



## Foundation for Senior Care Job Description

### Job Title: Executive Director

**Agency Description:** Founded in 1979 as the Fallbrook Hospital Foundation the agency has evolved from being a hospital auxiliary-supporting foundation to a senior focused service provider. Legally organized as the Fallbrook Healthcare Foundation, and functioning as a d.b.a. Foundation for Senior Care, the agency is a well-recognized, prestigious organization of deeply committed, caring professionals working in an area of significant social need.

**Job Objective:** Under the direction and guidance of the Board of Directors, the Executive Director is responsible for the planning, organizing, staffing, motivating, directing, and management of an agency designed to support the senior population and their families. The Executive Director has overall operational responsibility for the agency's staff, programs, financial operations and execution of its mission.

As a 501(c)(3), nonprofit, charitable organization the Foundation for Senior Care is committed to financial transparency and exemplary donor stewardship; thus, the Executive Director works closely with the Development Officer, bookkeeper and external accounting to ensure that bookkeeping and donation recognition is clear, current, and readily understandable.

#### **General Responsibilities:**

Board Governance: Works with board in order to fulfill the organization mission.

1. Responsible for leading the agency in a manner that supports and guides the agency's mission as defined by the Board of Directors.
2. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

1. Responsible for the fiscal integrity of the agency, to include submission to the Board of a proposed annual budget and, with support from an outside accountant, the creation of monthly financial statements, which accurately reflect the financial condition of the organization.
2. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
3. Responsible for oversight of all fundraising activities and pursuing other resources necessary to support the agency's mission.

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

1. Responsible for implementation of the agency's programs that carry out the organization's mission.
2. Responsible for implementing and guiding the strategic plan to ensure that the agency can successfully fulfill its mission into the future.
3. Responsible for the enhancement of the agency's image by being active and visible in the community and by working closely with professional, civic and private organizations.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

4. Responsible effective administration of the agency's operations.
5. Responsible for the hiring and retention of competent, qualified staff.

6. Responsible for coordinating, with the Board President, the signing of all notes, agreements, and other instruments made and entered into and on behalf of the organization.
7. Create community relationships with public and private resources.
8. Identifies solutions and resources to non-standard requests for services. Using “out of the box” thinking to approach difficult situations.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Qualifications:**

- Strong Leadership abilities – Minimum of a bachelor’s degree in in business administration or health related field of study. Three or more years senior nonprofit management experience.
- Fund Development & Revenue Generation –Knowledge of fundraising strategies and donor relations unique to nonprofit sector. Ability to write funding proposals, manage, and report on grant funding.
- Communications and interpersonal skills – Strong written and oral communication skills. Strong organizational abilities including planning, delegating, program development and task facilitation. Ability to interface and engage diverse volunteer and donor groups. Strong public speaking ability.
- Budget & Financial Accountability – Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.

Agency Culture: Ability to work independently, as a team member, and/or a team leader. Demonstrate a sincere desire to work with persons of all ages, who may be frail, moderately handicapped, slightly confused, or have incapacitating chronic conditions. A talent for developing strong interpersonal relationship and consensus building is preferred. Ability to perform work in a creative, energetic, and self-directive manner. As a member of a nonprofit team, each employee is expected to attend and support agency fund development and outreach events.

**Work Hours:** This is a salaried position with an expectation of a 40 hour per week position. The agency core operating hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, however some weekends and evening appointments may be required; especially the monthly board meeting. Due to the critical nature of this position, time off is to be prearranged and coordinated with eth Board of Directors.

**Salary Range:** Exempt, salary range \$65,000 to \$75,000 or as commensurate with experience.

A monthly \$25 cell phone remuneration is included on the first paycheck of the month to cover the employee’s use of a personal cell phone for agency business. The agency is invested in the health and wellbeing of each employee. At this time an employer funded Flexible Health Saving Account is provided. Continuing education is encouraged and supported as possible.

**All interested applicants should submit a resume and complete the agency employment application form. Applications can be requested by calling 760.723.7570, requested by email [fsc@foundationforseniorcare.org](mailto:fsc@foundationforseniorcare.org), or visit the Foundation for Senior Care office at 135 S. Mission Rd., Fallbrook, CA 92028.**

**Questions about this position should be directed to the President of the Board of Directors.**