

**CLARENCE SENIOR CITIZENS, Inc.**  
**Clarence, New York**

**EXECUTIVE DIRECTOR**

**Background:** Clarence Senior Citizens, Inc. is a 501c3 Not-for Profit Corporation. The corporation receives funding from the Town of Clarence and other sources to support the operation of the Clarence Senior Citizens Center. The corporation is governed by a Board of Directors which appoints and oversees the work of the Executive Director. At the present time, this full-time position will become vacant due to retirement in January 2019, and the Board of Directors is soliciting applications from potential candidates. Salary will be commensurate with qualifications and experience.

**Responsibilities:** Manage operation of the Clarence Senior Citizens Center according to policies and directions established by the Clarence Senior Citizens, Inc. Board of Directors; report at monthly Board meetings; design and manage the delivery of recreational, social, educational, health, and nutritional programs and services for seniors; manage small full-time and part-time staff (10); effectively manage human resources of staff; prepare and manage budget; supervise use of the Center facility; recruit and manage volunteers; represent the corporation and the center to the community; develop partner relationships with local service and religious organizations (fire companies, churches, Rotary, Chamber of Commerce, etc.); engage in fund raising and grant writing to obtain resources for the center and its members; participate in and form relationships with job-related professional organizations; engage in professional development opportunities; discuss personal matters with center members and refer them for appropriate help.

**Qualifications Required:** BS/BA degree; 3 to 5 years experience hiring and managing small office staff; experience with public relationships especially working with seniors; planning and delivering programs and services; public/community relations; utilizing facilities; contacts with similar or related organizations; utilizing volunteers; administering a budget; and job related computer and electronic skills

**Desired Personal Attributes:** Warm and friendly personality, can relate effectively with people at all levels, flexible, creative, delegates effectively to staff and volunteers, understands the importance of keeping written records, enjoys working with people/seniors, well organized, speaks effectively with groups, can learn and grow, self-starter with ability to lead, and the ability to multitask.

**Application Process:** Submit cover letter, resume, and references by October 5, 2018 to the Chair of the Board of Directors of Clarence Senior Citizens, Inc., at 4600 Thompson Road, Clarence, New York 14031 or by E-Mail to [contact@clarenceseniorcenter.org](mailto:contact@clarenceseniorcenter.org).