

Job Title: Executive Director
Location: Red Wing Area Seniors
Reports To: Board of Directors
Employment Type: Full-Time, Exempt

Job Summary

The Executive Director (ED) of Red Wing Area Seniors (Pier 55) is responsible for the overall leadership, strategic direction, operational management, and sustainability of the organization. The ED will work closely with the Board of Directors, staff, volunteers, community partners, and funders to ensure high-quality programs and services that enhance the well-being of older active adults. This role requires strong leadership, fundraising, financial management, and advocacy skills, along with a deep commitment to serving seniors.

Key Responsibilities

Leadership & Strategy

- Develop and implement a strategic vision for the senior center, aligning with the organization's mission and goals.
- Foster a culture of inclusivity, respect, and engagement among staff, volunteers, and seniors.
- Act as the public face of the organization, advocating for older active adults and strengthening community partnerships.
- Collaborate with the Board of Directors to set goals, develop policies, and ensure strong governance.
- Stay informed on best practices in senior services, aging issues, grant writing, and non-profit leadership.

Program Development & Operations

- Oversee the planning, implementation, and evaluation of programs that support seniors' social, physical, emotional, and cognitive well-being.
- Ensure all programs comply with regulatory requirements, funding agreements, and industry standards.
- Develop partnerships with local agencies, businesses, and service providers to expand resources for seniors.
- Foster a safe, welcoming, and accessible environment for all participants.
- Perform as an instructor when possible.

Financial Management & Fundraising

- Working with the Board's Treasurer, develop and manage an annual budget, ensuring financial sustainability and fiscal responsibility.
- Secure funding through grants, donations, sponsorships, memberships, and fundraising events.
- Working with the Board Treasurer and outside accounting service, prepare financial reports, ensuring transparency and accountability in all financial matters.
- Oversee financial procedures, including payroll, accounts payable, and revenue tracking.
- Oversee the management and operation of Annadee's Thrift store owned by the Red Wing Area Seniors
- Act as the liaison between the retail tenant in contingent space and the Red Wing Area Seniors Board.
- Attend meetings and be a Board member of Pottery Annex Owner's Association (PAOA) (Building Owner) on behalf of Red Wing Area Seniors

Community Outreach & Advocacy

- Build and maintain relationships with community leaders, government agencies, and advocacy groups.
- Represent the senior center at public events, meetings, and policy discussions on aging.
- Develop marketing and outreach strategies to increase participation and support.

Human Resources & Volunteer Management

- Recruit, train, and supervise a team of staff and volunteers to ensure effective service delivery.
- Promote professional development opportunities for employees and yourself.
- Maintain a positive workplace culture that values diversity, equity, and inclusion.
- Ensure compliance with employment laws and organizational policies.

Qualifications & Experience

Education & Experience

- Preference given for Bachelor's degree in Non-Profit Management, Social Work, Business Administration, or a related field.
- Minimum of 5-7 years of leadership experience in a non-profit, social services, or senior services organization preferred.
- Proven success in fundraising, grant writing, and donor cultivation.
- Experience in budget development, financial oversight, and operational management.
- Background in aging services, community programming, or advocacy preferred.

Skills & Competencies

- Strong leadership and team-building abilities.
- Excellent written and verbal communication skills.
- Strategic thinker with the ability to manage multiple priorities.
- Proficiency in financial management and budget planning.
- Strong networking and relationship-building skills.
- Knowledge of senior care policies, funding sources, and best practices.
- Skillset to include writing grant requests.

Working Conditions

- Office-based with daily interaction with seniors, staff, volunteers, Pier 55 senior members and non-members, and community partners.
- Occasional evening and weekend hours for events or community meetings.
- Some travel required for fundraising, networking, educational, and advocacy efforts.

Compensation & Benefits

- Competitive salary based on experience and qualifications.

How to Apply

Interested candidates should submit a resume, cover letter, and professional references to Nancy Paasch, Board Secretary at [Contact Email] by [Deadline Date].

Red Wing Area Seniors is an equal-opportunity employer committed to diversity, equity, and inclusion. We encourage applications from candidates of all backgrounds and experiences.