

## **The Joslyn Center – Executive Director Search**

Salary Range: \$100,000.00 - \$125,000.00 DOE

For complete information and full job description, please email your inquiry to:  
[execsearch@joslyncenter.org](mailto:execsearch@joslyncenter.org)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Board of Directors, the Executive Director is responsible for the overall leadership and management of the operations of the Joslyn Senior Center (JSC). In this capacity the incumbent is responsible for implementation of policies set by the Board of Directors. This is a full-time position, hired by and directly accountable to the board through its elected board president. Areas of responsibility include:

- 1. Leadership and Management of Joslyn Center Programs and Operations**
- 2. Fiscal and Personnel Management**
- 3. Joslyn Center Staff Management**
- 4. Board Relations**
- 5. Professional/Community Relationships/Public Relations**
- 6. Fund Development**

### **QUALIFICATIONS AND EXPECTATIONS:**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The position requires a college degree or five years or more experience working with non-profits in a supervisory/management capacity. The individual must have strong interpersonal, communication and fund development skills, appropriate education, knowledge and experience, and the ability to utilize all available resources effectively.

### **BENEFITS:**

The ED shall be entitled to time off and other benefits in accordance with the Joslyn's Employee Handbook and personnel policies. Notwithstanding the forgoing, the ED shall be eligible to take vacation benefits, after completing six months of continuous service, at the rate otherwise available to employees who have completed six through ten years of continuous service, being 4.62 hours per pay period for a maximum of 15 days per year, but without any other modification to vacation benefits available under the Employee Handbook.

In addition, the ED shall be entitled to the following:

- 403B participation as provided by Joslyn policies.

- Payment of Association of Fundraising Professionals membership.

- The costs of professional education related to the mission of the Joslyn approved in advance by the Board.

- Reimbursement of business expenses reasonably related to ED's duties on behalf of the Joslyn which have been approved in advance by the President.