



Job Title: Senior Center Site Director, Laguna Hills

This position is responsible for the operations and management of the Florence Sylvester Senior Center. Vital to have experience working with seniors and a background in management. Individual must have a history of success in managing staff, initiating engagement with community and fund-raising event experience. Other qualifications include being knowledgeable and forward thinking about programming, trends and best practices. As the Director you will have direct interface with seniors, volunteers, government officials and media. Strong leadership skills and the ability to manage multiply projects at a time and complete those projects on time while effectively demonstrating the ability oversee daily activities and manage onsite staff and volunteers. Promote positive “teamwork” culture in support of Age Well organization and mission.

Develop and execute strategies to engage in community. Work with management operations teams in Post Covid reopen to meet highest level of community engagement. Create and maintain a highly active senior center. Manage program budget, plan and execute fund raising events. Initiate donor appreciation recognition program. Partner with marketing, nutrition, community development departments and senior site managers.

- Responsible for management of Age Well staff, per diems and volunteers at FSMSC.
- Develop, promote and manage creative calendar of events and usage of rooms at Senior Site.
- Responsible for the stewardship and growth of donor relationships. This includes: identifying, cultivating, recognizing, maintaining and expanding donor relationships.
- Work closely with Community Development to create and segment database.
- Proven event/fundraising experience. Provide creative events. A minimum of 2 annual events.
- Provide a quarterly calendar of fund/recognition events and fiscal projections.
- Grow & promote event categories to encourage Senior Center attendance.
- Manage special events to encourage Florence Sylvester Senior Site growth. e.g., annual health fairs, fundraising and special recognition events.
- Ensure compliance of protocol & procedures.
- Ensure cross training occurs in all programs and with staff.
- Establish a strong network of base volunteers that can cover admin, be trained to cover reception and assist with data input as needed.
- Represent and promote AGE WELL in various medias.
- Execute directives and work in partnership with Director of Community Development in management and on-going maintenance of Donor Wall and Brochure Wall.
- Attend Age Well Staff Meetings and monthly Site Manager Meetings.
- Other duties which may be assigned at any given time.