

Deming Luna County Senior Center is looking for an Executive Director that is committed to improving the lives of seniors living in Luna county. The award-winning senior center has been providing services to senior citizens in Luna County for over 40 years.

Position Title: Executive, Deming Luna County Commission on Aging (COA), a 501(c)3 nonprofit

Reports to: Deming Luna County Commission on Aging Board

Position Summary

Responsible for operating the nonprofit Deming Luna County Commission on Aging including leadership, personnel, fiscal, contractual, fund raising, planning and programming for health, social, educational and recreational activities with input from the Deming Luna County Commission on Aging Board, volunteers, and participants.

Essential Job Duties

Leadership & Communication

- Serve as staff for, and work with the COA Board
- Work with funding agencies
- Establish and maintain strong relationships with community organizations and with other users of the COA
- Represent COA with government agencies, elected officials and other agencies and community members

Program Development

- Increase participation of seniors
- Identify and develop strategic partnerships for programs and funding
- Responsible for the management of the design, development and implementation of all programs sponsored through the COA. Ensure that all programs and services meet compliance in contracts held by – NCNMEDD Non-Metro Area Agency on Aging, Aging and Long-Term Services Department and City & County Government.
- Develop a robust volunteer program

Cultural Competence

- Actively work to build cultural competence, undo institutional racism, and recruit a diverse population of participants, volunteers, and staff

Fundraising

- Ensure that the Senior Center has adequate funds to carry out its work
- Writing and submitting grant applications, administration of grants and the reapplication of grants
- Identify, secure and maintain foundation, corporate, government, individual and other funding

Budgeting and Fiscal Oversight

- Oversee the creation of the annual agency budget, with input from Board and staff
- Monitor financials, manage revenues and expenses to meet budget targets
- Submit monthly invoices and other reporting requirements to funding agencies

Management

- Recruit, hire, supervise and evaluate the performance of Senior Center staff and consultants.
- Work with Program Staff to recruit new volunteers and retain and recognize existing volunteers.
- Maintain a positive and strong organizational culture that helps attract and retain staff and volunteers.
- Develop and maintain a welcoming environment that encourages participation of seniors at the Center.

Selection Criteria

- Ideal candidate will have experience leading and growing a service-oriented non-profit and will be familiar with legal, regulatory and political restraints and opportunities.
- A Bachelor's Degree or seven (7) years of proven management experience recruiting, hiring, training and managing employees in lieu of a degree.

Compensation: Full-time position with competitive salary with medical benefits, paid sick leave, holidays and paid time off.

If interested email resume to Julie Bolton at jbolton@demingseniors.org or fax (575) 546-4076.