

Golden Manor Jewish Senior Services

EXECUTIVE DIRECTOR JOB DESCRIPTION

BACKGROUND

Golden Manor Jewish Senior Services (GMJSS) is a non-residential agency that works to address the needs and enrich the quality of life for San Antonio area Jewish seniors. This is done through this agency's direct programs and through financial support of other organizations whose programs benefit local Jewish seniors. Our goal is to create and foster meaningful connections between the individual and the broader Jewish community to combat isolation. Thereby enriching the quality of life.

This organization has been serving San Antonio's Jewish seniors since 1968 when we opened the doors to a senior retirement center that evolved into an 80-bed skilled nursing facility. Forty years later the nursing home was sold, and the organization transitioned into its current form.

POSITION OBJECTIVE:

Maintain and grow a vibrant, healthy organization that effectively addresses the needs and enriches the quality of life for San Antonio Jewish seniors.

RESPONSIBILITIES

Overall:

- **Take the lead in planning with Board of Directors to develop and implement a shared vision for the agency.**
- Build community recognition and support for GMJSS as a well-run agency that makes a positive difference in the lives of area Jewish seniors
- Effectively represent GMJSS in San Antonio's Jewish community – agencies, congregations, campus, individuals

Programs:

- Develop and direct implementation of programs that address the needs and enrich the quality of life for San Antonio Jewish seniors.
 - a. Conceive, direct and implement programs provided directly by GMJSS
 - b. Direct and implement GMJSS' Grant/Partnership Awards program
 - i. Provide administrative support for GMJSS' Grant Evaluation Committee
 - ii. Evaluate grant recipients' periodic Outcomes Reports
 - iii. Maintain liaison with grant recipients to insure grants are being used for their intended purposes
- Grow the profile and usage of GMJSS' transportation and information & referral programs, and grow financial support for these and other programs

Agency Administration

- Oversee all administrative functions
- Hire, train, evaluate, and direct the efforts of all agency employees
- Maintain clean, attractive and inviting offices
- Prepare, seek approval for, and manage annual budget
- Oversee maintenance of GMJSS financial records, and the preparation of checks for grant awards and bill payments
- Direct efforts of employees and subcontractors
- Oversee HR functions, including payroll, Texas Workforce Commission obligations, employee policies and handbook
- Coordinate annual audit with outside auditor
- Manage office technology
- Obtain/maintain appropriate insurance for both GMJSS and Jewish Care System of San Antonio (JCSSA)
- Maintain all GMJSS corporate records

Marketing

- Build and maintain a solid base of support for the agency and its programs within San Antonio's Jewish community
- Communicate regularly with all GMJSS stakeholders
- Maintain an attractive, up-to-date, and highly functional agency website

Fundraising

- Stimulate growth in dollars raised to support agency operations and programs
 - Individual donations
 - Endowments/bequests
 - Grant funding

Support for Jewish Care System of San Antonio (JCSSA)

- Provide financial and administrative services to JCSSA
 - a. Serve as Executive Vice President of JCSSA's board of directors – ex-officio, non-voting
 - b. Prepare and distribute minutes of all JCSSA meetings
 - c. Execute JCS-SA Board directions regarding management of investments
 - d. Prepare checks or transfers for JCSSA distributions to GMJSS or to make other payments
 - e. Maintain all JCSSA corporate records
 - f. Coordinate annual audit with outside auditor

People may apply by emailing cover letter and resume to Mike Kelne at mkelne18@gmail.com. No phone calls, please.