

Brookland Lakeview Empowerment Center

Vacancy Announcement

Job Title:	Vacancy #:	Number of Vacancies:	Type of Position:	Opening Date:	Closing Date:
Executive Director / Director of JB Adams, Sr. Senior Citizens Center	2017-31	1	<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Exempt/Salaried	09/18/2017	10/10/2017
Contact: For additional information, please contact: Bennie Sulton, 803.796.7525			Mail your application package to: BLEC PO Box 3292, West Columbia, SC 29171-3292		

Primary Duties and Responsibilities:

Leadership & Management:

- Works with the Board in-order to fulfill the BLEC Mission.
- Responsible for communicating effectively with the Board and providing in a timely and accurate manner, all information necessary for the Board to make timely and informed decisions. Serve as ex-officio of each committee.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Actively engage and energize volunteers, board members, event committees, alumni, partnering organizations and funders.

Fundraising & Communications:

- Expand revenue generating and fundraising activities to support existing program operations and expansion of programs while simultaneously retiring building debt
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities with grant writing initiatives

Planning & New Business:

- Design the programs and activities that help to articulate the vision and defined mission.
- Begin to build partnerships in new markets, e.g. Lexington Medical Center, Boeing and Amazon partners
- Be an external local and state facilitator for senior housing on the campus.
- Develop the commercial kitchen into a broadly utilized asset that serves an expansive community purpose, and links it with entrepreneurial, senior citizen and other related BLEC programs

JB Adams Sr., Senior Citizens Center Specific:

- Direct, plan, and organize daily and long-term programs designed to address the health, social, recreational and logistical needs of senior citizens.
- Program offerings should include but not be limited to; arts and crafts, gardening, recreational sports, computer courses, financial literacy workshops and other senior citizen-related classes, travel and activities for the JB Adams Sr. Senior Center.
- Recruit and maintain volunteers.
- Coordinates transportation for activities and events, as needed.
- Plans menus and purchase food, supplies and equipment.
- Maintains current knowledge of trends and advancements in senior citizen

Requirements:

The Executive Director shall be thoroughly committed to the BLEC mission. All candidates must have proven leadership, coaching, and relationship management experience.

Qualifications include but are not limited to:

- 1) An Advanced degree, ideally an MBA, with at least 10 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- 2) Unwavering commitment to quality programs and data-driven program evaluation
- 3) Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- 4) Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- 5) Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- 6) Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- 7) Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- 8) Ability to work effectively in collaboration with diverse groups of people
- 9) Passion, , idealism, integrity, positive attitude, mission-driven, and self-directed

Knowledge, Skills & Abilities

- a) Rules, regulations and ordinances pertaining to senior citizen programs and facilities.
- b) Supervisory and interpersonal relations techniques.
- c) Principles and techniques used in planning, coordinating and servicing senior programs and activities.
- d) Maintains rapport with senior participants, co-workers, volunteers and the BLEC Board, community agencies and the general public.
- e) Health, safety codes, fire and emergency procedures with emphasis on senior clientele.
- f) Service and operations needs associated with events and recreational activities.
- g) Skilled in the use of computers and common software packages, and other electronic devices.
- h) Ability to work under pressure.
- i) Ability to direct the work of others – co-workers and volunteers.
- j) Record, organize and file pertinent information.
- k) Anticipates, schedules, and coordinates equipment, volunteers and services for activities in various stages of planning and execution.
- l) Ability to work irregular hours when needed.
- m) Work independently. Consults with Board Chair or Vice Chair as necessary

Note: All duties and responsibilities are considered essential and provide generalized examples of major types of duties that are performed in this position.

These duties are not all inclusive and additional duties may be assigned by the Board Chair/Vice Chair

**Applications must be RECEIVED at the address listed above by the closing date.
No hand delivered or faxed application packets will be accepted.**

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. EVALUATION METHOD

Qualified applicants may be further evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's experience and education as outlined in the application packet.

Applicants are encouraged to submit a concise, narrative statement (no more than 1 typed page) addressing how their background meets each of the Knowledge, Skills and Abilities (KSAs) listed below. Failure to do so may result in a lower score in the evaluation process.

On a separate sheet of paper describe specific experience, projects, and training which show that you possess the following knowledge, skills and abilities.

Knowledge, Skills and Abilities:

HOW TO APPLY

Applicants must submit a complete packet, which consists of the application, resume and a narrative on the above Knowledge, Skills and Abilities. This packet should be mailed to the address given on the Vacancy Announcement by the Closing Date.

OTHER REQUIREMENTS AND INFORMATION

To be considered, the application packet must be received or postmarked no later than the deadline indicated on the announcement.

Relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation.

The selected applicant will be subject to drug testing.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

There will be no discrimination because of color, race, national origin, politics, marital status, disability, age, religion, sex, sexual orientation or membership in an employee organization.