

Senior University Georgetown Executive Director Position Description

Position Title

Executive Director, Senior University Georgetown

Nature of Position

Part-time: 20 hours per week

Reports to Executive Committee of the Board of Directors

Overview

The Executive Director is a nonvoting member of Senior University's Board of Directors. The Executive Director has general and active management responsibility for the programs and affairs of Senior University and sees that all orders and resolutions of the Board are carried out. The Executive Director will perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe. Unless a contract, Senior University bylaws, or a law provide otherwise, the Board may remove the hired Executive Director at any time with or without cause at a meeting called for that purpose.

Scope of Responsibility

The Executive Director oversees Senior University's business affairs, to include, but not limited to, the key duties and responsibilities noted below. The Executive Director supervises the Office Assistant.

Key Duties and Responsibilities

- Assures that the overall program of work prescribed by the Board of Directors is carried out.
- Executes agreements, contracts, banking documents and other instruments necessary to operate Senior University, as authorized and delegated by the Board of Directors.
- Provides appropriate and timely reports relevant to the operation of Senior University, including the Leadership Dashboard of key performance indicators.
- Attends and participates in Senior University Board of Directors' meetings as a non-voting member.
- In consultation with the Finance Committee, the Executive Director prepares an annual operating budget and, as necessary, capital budget, for Board of Directors' approval.
- Works with the Treasurer to assure the timely and accurate filing of federal payroll tax requirements.
- Monitors budgeted versus actual expenses and makes appropriate and necessary adjustments to stay within the approved budget.
- In close collaboration with the Strategic Planning Committee, and with input from an outside consultant as appropriate, develops a strategic plan and monitors organization's progress toward attaining strategic objectives.
- Develops and implements marketing strategies to promote Senior University and to attract new members and donors.

- Identifies potential major donors and funding sources; cultivates and attracts SOSU donations.
- Has oversight for the Senior University website; provides direction for any contracted work in that regard.
- Works with the Board President to prepare orientation/training information for new directors.
- Assists the Nominating Committee in identifying and recruiting qualified directors.
- In collaboration with the Membership Committee, develops and implements marketing strategies to promote Senior University and to attract new members and donors.
- Trains staff and volunteers and directs their work supporting Senior University's programs and office operations.
- Works with the chairs of standing committees to fulfill effectively Senior University's mission and programs.
- Interacts and communicates effectively with Senior University constituents as appropriate to resolve problems and answer questions of an executive nature.
- Assures that faculty are supported in preparing for fall and winter terms and summer lectures.
- Assures that Senior University assets and records are maintained in accordance with Senior University's policies.

Key Requirements

- Ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills and the ability to interact effectively with all constituents of Senior University and to project a favorable image of the organization.
- Ability to think, plan, and execute strategically.
- Competency in the various computer applications central to Senior University operations and programs, including Microsoft Office, Quick Books, and Zoom.
- Competency in the use of social media for promotion and communication.
- Knowledge of IRS and Texas requirements for managing nonprofit organizations; experience working with a nonprofit organization preferred.
- Ability to identify work priorities and manage time accordingly.
- Ability to provide leadership, support, and supervision of the Office Assistant as well as of volunteers.
- Ability to handle pressure associated with peak registration periods.
- Attention to quality of output.
- Minimum of a bachelor's degree.

Performance Appraisal: Annually or more frequently at the discretion of the Executive Committee.