

Job Posting

Job Title:

EXECUTIVE DIRECTOR

Position Description Summary:

Riverstone Senior Life Services (Riverstone) is dedicated to providing the highest quality of service to older adults with the goal of helping them to remain active and living in the community. The agency serves a range of clients which includes healthy, active seniors; physically frail, homebound, or isolated seniors; and people with memory loss, older adults with a developmental disability and their network of caregivers.

Reporting directly to the Riverstone Board of Directors, the Executive Director (ED) manages all aspects of the agency's operations through a staff of six: the assistant executive director, the director of the senior center, the director of the memory center, the director of adult day services for the developmentally disabled, the director of case management services and the fiscal officer. The ED advocates in the public sphere for policies which will enhance the lives of older adults and works with the agency's organizational partners to further the Riverstone mission and strengthen its operations.

Essential Functions:

- Manage a range of high-quality programs which advance the agency's mission
- Maintain and expand funding for Riverstone's programs
- Advocate for public policies which benefit seniors
- Develop the agency's annual budget for Board approval
- Maintain relationships with elected officials, foundation officers, government contract officers, business and community leaders and other organizations serving seniors
- Hire, supervise and evaluate staff
- Authorize agency expenditures and supervise the agency's financial recordkeeping
- Advise and report to the Riverstone Board on matters of policy and operations

Core Competencies and Qualifications:

- Vision to lead a distinguished agency as it meets new challenges

Ability to lead and develop teams of staff and Board members in a multicultural work environment

- Ability to solve problems and make decisions

Ability to attract and work with individual donors and foundations; must have demonstrated success in expanding and diversifying funding

- Competence in non-for-profit budgeting and financial management
- Familiarity with government contracting processes and contract administration
- Knowledge of social service programming, especially programs for the elderly
- Ability to develop approaches for monitoring agency's impact and measuring its success
- Excellent oral and written communication skills; ability to speak Spanish a plus
- A master's degree in an appropriate discipline (LMSW is preferred) and a minimum of five years of relevant experience or a bachelor's degree and ten years of relevant experience; previous administrative experience is essential

Compensation, How to Apply:

Compensation package includes family health coverage, four weeks' vacation and 12 sick leave days per year.

Send cover letter, resume and five-year salary history to EDsearch@riverstonenyc.org.