



Keeping Seniors Active, Healthy, & Connected Since 1988

Senior Citizen Activities Network (SCAN) is seeking an Executive Director. Candidates should have experience working in the non-profit sector and an interest in aging services.

SCAN has been serving the community for the last 33 years, and its mission is to serve the 55+ community in Monmouth and Ocean Counties, enriching their lives with programming to promote healthy lifestyles, continuing education, and access to community and economic resources to keep them active, healthy, and connected.

SCAN is not the traditional senior services model but an innovative organization providing extraordinary programs for the Senior Community. It is a model that has great potential to grow throughout New Jersey as well as the rest of the country.

General Responsibilities

1. **Financial Performance and Viability:** Develops resources enough to ensure the financial health of the organization.
 - a. Responsible for fundraising and developing other revenues to support the organization's mission
 - b. Work with donors and other partners to ensure that donations and grants are being utilized in a manner that is consistent with their goals.
 - c. Support the Fiscal Integrity of the organization and submit annual budgets as well as quarterly financial statements which accurately reflect the financial condition of the Organization
 - d. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive fiscal position.

2. **Board Governance:** Work with the Board to fulfill the organization's mission.
 - a. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
 - b. Responsible for leading SCAN in a manner that supports and guides the organizations mission as defined by the Board of Directors.

3. **Management:**
 - a. Work with Board and Staff to ensure that the organization mission is fulfilled through programs, strategic planning, and community outreach.
 - b. Implementation of SCAN's various programs
 - c. Implement the present Strategic Planning

- d. Responsible for the enhancement of SCAN's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- e. Work with and oversee staff to ensure that resources are being used efficiently and that programs meet the needs of the community
 - a. Responsible for hiring and retention of staff
 - b. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization

Qualifications:

1. Proven fundraising experience (grant management and event planning) and donor relations
2. Strong communication and social media skills
3. Budget development / monitoring
4. Strong professional demeanor, able to work with a wide variety of constituents including staff, donors, and board members
5. A degree in a related field or 5 years in senior management position

Salary Range : \$52,000 -\$60,000 Job may be Full time or Part-time. The position is located in Monmouth County but travel to Ocean County is required.

Benefits: \$3,500 to your own benefit package, \$1,500.00 to your own 401K and 7 holidays and two weeks' vacation.

SCAN is an equal opportunity employer, committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability and/or any other protected characteristic as outlined by federal, state or local laws.

To apply: Email a cover letter along with a resume and salary considerations by May 15th, 2021 to office@scannj.org.