



Senior Charity Care Job Description

Position: President
Hours/Classification: Full Time \$60,000 Salaried
Reports to: Senior Charity Care's Board of Directors
Date Reviewed: June 25th 2024

Agency Description

Founded in April 2011, Senior Charity Care (SCC) is a non-profit organization dedicated to improving the quality of life for low income and at-risk seniors aged 55+ through the provision of mobile dental, vision and hearing care. SCC currently assists seniors who reside in seven northern Utah Counties and is a small non-profit organization with less than twelve employees. SCC is looking for a visionary and entrepreneurial leader to help us grow our services and agency to the next level by generating funding initiatives allowing for the expansion of services to additional Utah counties.

Job Summary

The President functions as the organization's executive director, providing long-range strategic leadership, day-to-day administration and oversight of the organization's programs and services, having the authority, power and responsibilities commensurate therewith as stipulated in the bylaws. The President is responsible for leading and directing comprehensive fundraising campaigns and pursuing fundraising strategies to enhance the long-term financial health of the organization. The President must maintain sound understanding, leadership and management of the organization's finances.

Minimum Qualifications:

- Bachelor's degree from an accredited college required. Course work in philanthropy, communications, social work, or marketing preferred. Master's level degree or additional non-profit training and education preferred.
- Five years experience in fundraising, healthcare focus preferred. Major donor fundraising and management experience preferred.
- Experience with strategic planning, non-profit financials and reporting required.

Job Duties:

Operational Management/Leadership - 50%

1. Implement organization's mission and policies; recommend and monitor standards and principles for conduct of SCC business; make recommendations to the Board on operating policy; provide Board with sufficient information to make sound policy decisions.
2. Maintain a high level of awareness of regulatory, legislative, financial and social developments as they relate to long-term care, assisted living and senior living community needs and the organization's mission and goals.
3. Initiate and participate in meetings with other individuals and organizations to strengthen Senior Charity Care's effectiveness and resources.
4. Participate in appropriate local, regional, national and affinity group conferences, meetings and workshops, regional associations or other organizations, which relate to the organization's development, growth, and impact in the community.

Board Relations

1. Collaborate with the Board and affiliate groups to enhance programs, further objectives and effectively realize current goals following the strategic plan set in place.
2. Foster an environment to provide Board Members the information they need to work successfully on behalf of the organization.
3. Implement policies, plans, projects and programs from the Board in a timely manner.
4. Facilitate thoughtful Board involvement.
5. Develop programs for Board education in areas of grant making priorities, governance, strategic planning, and management issues affecting the philanthropic community.
6. Schedule meetings, arrange location and provide timely notification to participants.
7. Prepare agendas and meeting packets for all Board meetings and maintain records of all meetings including the minutes and all pertinent attachments, including but not limited to reports, correspondence, forms, etc.
8. Ensure minutes are prepared in a timely fashion and make minutes available for the next committee or board meeting.

Direct Services- leadership, supervision, and collaboration with staff to ensure the provision of quality services with dignity

1. Oversight of the distribution of eligibility guidelines and applications to the senior population and staff of eligible facilities and senior apartments.
2. Oversight of application process; statistics of services and locations requested and served; satisfaction of services provided; encouraging case management staff and ensuring staffing is adequate for growth of the agency. Overall quality of care involves the President's oversight to ensure timely response to applications and initiation of services.
3. Provide advice to the case managers to ensure that all applications fall within guidelines as set forth by the Board and for outlier applicants as necessary.
4. Coordinate the disbursement of funds for direct services as per policies and procedures.

Financial Management

1. Prepare an annual budget for the upcoming year for review and approval by the Board.
2. Maintain all financial information in an up-to-date and organized fashion.
3. Promptly inform the officers of any possible financial problems and/or irregularities.
4. Review QuickBooks financial reports with the Treasurer at least quarterly. Assist the Treasurer by submitting quarterly financial reports to the Board.
5. Submit and maintain support documentation for all expenses of the organization.
6. Cut and distribute checks for invoices in a timely manner, at least twice monthly.
7. Sign, alongside another board member's signature, and disburse all payments, with the exception of those made to the President (two board members must sign the President's payments).
8. Transfer money within accounts to ensure appropriate balances are maintained, that restricted funds remain in the savings account(s) until the accountant informs the President that the funds have been expended and then the funds can be transferred to checking.
9. Ensure all IRS forms, including the 990, are submitted in a timely manner.
10. Administer all contract employees to maintain work according to contract, including annual review of new and renewed contracts.

Other duties as assigned

1. Responsible for the human resources functions of the organization.
2. Quarterly reports to DWS website and new hire reports within 20 days of hire.
3. Responsible for ensuring that all new hire paperwork is collected and accurate.
4. Input employee information into QuickBooks.
5. Review payroll before submission.

Fundraising – 50% (leadership, supervision and collaboration with the grant writer and team)

1. Oversight of fund-raising appeals in a comprehensive development program including annual, major, foundation, corporate and planned gifts.
2. Present appeals to high-level individual philanthropists, donor groups, business institutions, estate executors and others.
3. Supervision over special events and activities for promoting community support for the organization's mission.
4. Coordinate a Planned Giving program to promote and secure lifetime and testamentary gifts using trusts, bequests, annuities and other forms of deferred giving.
5. Maintain knowledge of current tax law and pending legislation.
6. Serve as a resource to donors and the professional community.
7. Ensure appropriate recognition for donors.
8. Responsible for obtaining the annual charitable solicitation permit; entity registration with the Lt. Governor's office; the annual update of the SAM registration; the UDOH Primary Care grant and oversight of other grant reporting; the Charity Navigator annual seal of approval for transparency; and other similar fundraising management high-level reporting and oversight.

Communications and Public Relations in concert with applicable staff

1. Communicate the organization's Mission, Vision and Goals with Board, volunteers, donors and the community to encourage ownership in their achievement.
2. Develop and maintain appropriate relationships and communications with the Board, referral sources, grant applicants, grantees, the public and its officials and all others with whom it is necessary or desirable for the organization to relate and communicate.
3. Represent and serve as spokesperson for Senior Charity Care to the general public, special constituencies, potential donors and other organizations or entities.
4. Educate the public about the organization's initiatives, activities, donors and ways to give and be involved.
5. Actively seek opportunities to speak on behalf of Senior Charity Care before groups and on occasions that will further the goals of the organization.
6. Plan, supervise, and coordinate the development and design of all publications and materials of organization, including annual report.
7. Inform the organization's Chair (or other officer if not available) in a timely fashion when aware of any new information or developments that may seriously affect SCC.
8. The President is responsible for oversight and communications with the media.

Policies and Procedures

1. Maintain the policies and procedures for the day-to-day operation of the organization. The Policies and Procedures should include but not be limited to a.) the handling of all financial transactions including the transfer of funds, writing of checks and the disbursement of grant money; b.) the entire senior approval process including the application, review, approval, notification and follow up; c.) employment practices; and d.) purchasing of equipment and supplies.
2. Annually review the policies and procedures. Notify the Board of Directors if significant high level changes occur.

Oversight of Records Maintenance

1. Maintain written records of all meetings, correspondence, grant requests, forms, and financial transactions in a safe, organized, and readily retrievable manner.
2. Oversee maintenance of electronic records of donations and donor information, ensuring proper back-up of all records.
3. Completion and submission of all grant funder reports in a timely and accurate fashion.