



Position: Director of Senior Services
Program: Senior Services
Reports to: Director of Strategic Initiatives
Salary: DOE
Status: 100%, Full-Time, Regular, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long-Term Disability, an Employee Assistance Program, and a 403B retirement plan.

JOB SUMMARY: Develop and implement the mission and vision of the Senior Services Department; oversee staff and all operations and services; evaluate overall performance of the department. Work with other Center senior staff to implement the organization's strategic plan, including expansion of services for the LGBT older adult population and the implementation of affordable and supportive housing.

ESSENTIAL FUNCTIONS:

- 1) Develop the mission and vision of Senior Services in coordination with the Los Angeles LGBT Center's (Center) executive and senior management teams; carry out long-term organizational objectives for the department as articulated by the Board of Directors in the strategic plan;
- 2) Provide leadership for overall direction and program development of the department, including the administration of programs, projects and services; evaluate overall results and recommend policies, procedures and actions to achieve program mission and goals; develop and manage the department's budget; explore means to expand geographic reach of the department;
- 3) Take primary responsibility for writing and budget development of grant proposals; determine the availability of public and private funding and explore new funding streams; monitor implementation of grants to ensure goals and outcomes are met;
- 4) Oversee staff and directly manage supervisory staff; provide guidance and support to individuals and encourage collaborative approach to departmental work; provide feedback to staff for improving individual and department performance;
- 5) Oversee existing LGBT housing program, including managing relationships between staff, outside management companies and residents; assist in planning development of the built and social environments in the new seniors' housing community;
- 6) Work with Policy & Community Building staff to develop local, state and national policy initiatives, which may include drafting and sponsorship of legislation to improve the lives of LGBT seniors;
- 7) Build effective relationships with related organizations; participate in appropriate coalitions with local and national organizations; assume an advocacy role for seniors on behalf of the Center; and build national profile for the Center on seniors' issues through the media and relationships with elected leaders, government officials and policy experts;
- 8) Implement new data-base system; utilize data for assessment of efficacy of programs; develop budget/program planning and fundraising strategy based on data;
- 9) Build reciprocal relationships with other departments; make programmatic connections to current services within the Center when appropriate; participate in development of fundraising strategy with Development staff;
- 10) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) A minimum of five years management/supervisory experience in a social services, government, housing or non-profit setting; demonstrated experience of working in a complex, multi-tiered organization with diverse client population and services;
- 2) Ability to establish and maintain effective working relationships with federal, state, regional, and local agencies, community leaders, and the general public;
- 3) Demonstrated experience in social services and client-care settings; demonstrated experience working with older adults;
- 4) Knowledge and understanding of issues and current research relevant to seniors population;
- 5) Knowledge of available public and private resources and services; grant writing knowledge and experience highly preferred;
- 6) Strong and effective managerial and leadership skills; experience in developing and managing budgets;
- 7) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 8) Computer skills and knowledge, including database operations and spreadsheets;
- 9) Demonstrated ability to work effectively with people of diverse races, ethnicities, gender identities, ages, and sexual orientations in a multicultural environment;
- 10) A passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028