

# Southeast Seattle Senior Foundation (dba The Brighton Apartments)

## EXECUTIVE DIRECTOR SEARCH – FALL 2009

### Mission Statement

The Southeast Seattle Senior Foundation (SSSF) is governed by the philosophy that older people will live longer and maintain a higher quality of life, if they can live independently in a diverse setting with senior support services and traditional support structures in close proximity. It is our mission to create and maintain at The Brighton quality, safe, and affordable housing for seniors, in an environment in which a sense of community is promoted and a positive relationship with the Southeast Seattle Senior Center is sustained.

### Job Description

SSSF seeks to hire an Executive Director to further the goals and mission of the organization. We are looking for someone with leadership, vision, and commitment to seniors and community services. This position supervises a small team of full- and part-time employees. The Executive Director will report to and work closely with an active, involved, decision-making Board of Directors.

### Specific Duties

- Oversight of the operations of the senior independent-living facility
- Supervision of resident manager, resident outreach/administrative assistant, and other staff
- Development and oversight of the budget, with monthly reporting to the board
- Oversight of building maintenance and capital improvement projects
- Oversight of activities that help to build community among residents and enrich resident life
- Development and implementation of the annual work plan
- Identification of funds, including grant writing, to support capital projects and other initiatives
- Marketing to optimize occupancy and increase community awareness
- Monthly, quarterly, and annual reporting to granting agencies
- Community outreach to develop mission-based partnerships
- Development and maintenance of a strong relationship with the SE Seattle Senior Center

### Qualifications

- BA or BS degree, or equivalent work experience
- Significant property management experience
- Commitment to and experience working with older adults and senior housing and aging issues
- Experience working with nonprofit boards of directors
- Knowledge of landlord/tenant law, particularly with regard to seniors
- Excellent verbal and written communication skills
- Supervisory experience and skills
- Proven track record of organizational management, including problem-solving and conflict-resolution skills
- Experience with computers and software, particularly Microsoft Office and QuickBooks
- Experience developing and managing budgets
- Experience, skills, and interest in relating to and working with people of diverse cultures, backgrounds, and income levels
- Experience working with local, state, and national government agencies

### Terms

- \$50,000+ annual salary, depending on experience
- Medical insurance
- Vacation and sick leave

Please submit resume and cover letter stating your interest and qualifications to Kate Roosevelt, SSSF Search Committee. Email (preferred) to [kater68@gmail.com](mailto:kater68@gmail.com) or mail to SSSF Search, c/o The Collins Group, 501 E Pine, Ste 201, Seattle, WA 98122.