

## **Executive Director Job Description - UCHS Senior Wishes**

### **Position Summary**

The Executive Director is the chief advocate and leader of Senior Wishes, responsible for advancing the organization's mission to enrich the lives of seniors by granting meaningful wishes. In partnership with the Board of Trustees, the Executive Director shapes and drives vision, strategy, and operational excellence, ensuring the organization's impact and sustainability. This role requires a dynamic, hands-on leader who excels at building relationships, inspiring teams, and representing Senior Wishes in the community.

### **United Church Home Society**

The UCHS founded the Senior Wishes program in 2013. Our mission is to remind seniors and veterans throughout Western New York that they are not forgotten. UCHS is a small non-profit organization with an operating budget of about \$300,000.

### **Line of Authority**

The Executive Director is hired by, evaluated by, and directly responsible to the United Church Home Society (UCHS) Board of Trustees.

### **Key Responsibilities**

#### **Community Engagement & Advocacy**

- Serve as the chief spokesperson for Senior Wishes, representing the organization at community events, in the media, and with donors, sponsors, volunteers, and wish recipients.
- Guide communications and messaging to reflect Senior Wishes' mission, values, and impact, building a strong brand and expanding opportunities.
- Foster partnerships with local organizations, businesses, and service providers to enhance program reach and effectiveness.

#### **Program Leadership & Operational Management**

- Oversee daily operations, ensuring programs and services are delivered efficiently, compassionately, and in alignment with organizational goals.
- Manage staff and volunteers, cultivating a collaborative, inclusive, and high-performing team culture.
- Ensure compliance with all relevant laws, regulations, and nonprofit best practices.

#### **Financial Oversight & Resource Stewardship**

- Develop and manage annual budgets, monitor expenditures, and prepare financial reports for the Board.
- Safeguard the financial health of the organization through prudent management and transparent reporting.
- Oversee grant applications, donor stewardship, and fundraising campaigns in collaboration with staff and Board.

### **Strategic Planning & Vision**

- Lead the development and execution of strategic plans, regularly assessing programs and services to identify opportunities for growth and improvement.
- Translate strategy into actionable priorities and operational plans, adapting to changing community needs.

### **Board Relations & Governance**

- Prepare reports and participate actively in Board meetings.
- Collaborate closely with the Board to fulfill the organization's mission and strategic objectives.
- Support Board development and engagement.

### **Key Qualifications**

- Demonstrated success in a Executive Director, or senior leadership role in a nonprofit or mission-driven organization, preferably serving seniors.
- Strong strategic thinking, planning, and goal-setting skills.
- Proven ability to lead with empathy, clarity, and accountability; motivate staff, volunteers, and community partners.
- Excellent written and verbal communication skills, including public speaking, media relations, and digital communications.
- Experience in fundraising, donor stewardship, and event planning.
- Financial management expertise, including budgeting and reporting.
- Collaborative leadership style grounded in emotional intelligence and systems thinking.
- Bachelor's degree in Human Services, Nonprofit Management, or Business Administration required; Master's degree in Social Work or related field preferred with three or more years of nonprofit management experience.
- Genuine passion for serving the elderly and enhancing their quality of life required.

### **Compensation & Benefits**

- Salary Range: \$60,000 – \$80,000, commensurate with experience.
- Work Week: 37.5 hours.
- In Office Position - Evening hours required as needed.
- Paid Time Off: Four weeks, plus seven paid holidays.
- Health Insurance Contribution: Provided.
- 403B Retirement Plan: 2% match on first 2% contributed.
- Dental Plan: Available.

Please send a cover letter of interest highlighting key qualifications and resume to [wbackman@uchsinc.org](mailto:wbackman@uchsinc.org).

United Church Home Society Inc. is an equal opportunity employer. We encourage candidates of all backgrounds to apply.