

ST. LOUIS CITY SENIOR FUND

Position: Executive Director

Reports to: Board Chairperson

Supervises: Program Manager, Business Grants Manager

Salary Range: \$105,000 - \$120,000 annually.

ORGANIZATIONAL OVERVIEW

The City of St. Louis Senior Citizens Services Fund (dba St. Louis City Senior Fund) is an independent taxing district established in the City of St. Louis under the authority of Missouri Law (Sections 67.990 – 67.995 RSMo.) Its creation and the establishment of a 5 cents per thousand assessed value property tax was approved by City voters in November 2016. The property tax yields approximately \$2.5 million per year. Senior Fund also periodically receives other grant funds which it manages and distributes. All efforts of the Senior Fund are focused on serving City of St. Louis residents, 60 years or older.

Senior Fund is run by a seven-person Board of Directors appointed by the Mayor of the City of St. Louis and approved by the City Board of Aldermen. Senior Fund's Board operates independently of the City of St. Louis and makes all budgetary and grant decisions. The Executive Director is selected by the Board of Directors and serves at the pleasure of the Board of Directors pursuant to a contract. The Board also has its' own legal counsel.

The staff consists of the Executive Director, a Program Manager, and a Business Grants Manager. Other support services (IT and accounting) are provided by agreement with the Saint Louis Mental Health Board, with which Senior Fund currently shares office space. More details, including audited financial statements can be found on Senior Fund's website (stlseniorfund.org).

POSITION SUMMARY

The Executive Director is responsible for the implementation of the Senior Fund's priorities as determined by the Senior Fund Board and assisting the Board in the determination of those priorities. The Executive Director provides leadership to the Senior Fund team. The Executive Director is responsible for the overall performance of the Senior Fund in meeting statutory and Board policy requirements. The position works closely with the Board to ensure that the mission is fulfilled through strategic planning, advocacy, program implementation, grant management activities, and community outreach.

KEY AREAS OF RESPONSIBILITY

The following is a summary of the typical functions of the job. The responsibilities and duties may differ from those outlined in the job description and other duties, as assigned, may be required. All responsibilities are carried out under the direction of the Board of Directors and in collaboration with staff, consultants and contractors, and funded partners.

Board Relations: Work closely with the Board to support its efforts to set priorities and policy and to provide oversight.

- Serve as a thought partner with the Board to evolve and evaluate the Senior Fund’s grant making practices.
- Support the Board’s strategic planning and goal setting efforts.
- Provide, in a timely and accurate manner, all information necessary for the Board to function properly, meet its’ statutory requirements, and make informed decisions.
- Support the Board and its committees, including but not limited to interacting with the Board and Committee chairpersons to prepare for meetings and distribution of materials such as agendas, resolutions, background materials, meeting minutes, and other documents as needed.
- Provide information to the Board, including updates about funded program activities and trends and new developments in philanthropy, funding for senior services, and aging policy and services, including state and local developments and issues.
- Assist in the development of and recommendations for administrative and program policies and procedures for all functions of Senior Fund.
- Serve as liaison to the City’s Boards and Commissions Officer with the application and nomination process for new Board members. Provide orientation for new Board members and ongoing training and development for Board Members as it relates to the execution of their duties and responsibilities.
- Serve as liaison to outside legal counsel and auditor.
- Serve as public spokesperson for the Senior Fund.

Funding System: Design, implement and oversee the deployment of property tax and grant proceeds to improve the lives of St. Louis City seniors, as directed by the Board.

- Conduct and/or commission research to identify gaps and opportunities for supporting services for older adults and improving systems and policies that affect City of St. Louis seniors.
- Facilitate the Board’s approval of funding priorities and the achievement of desired outcomes.
- Design a funding system to maximize community benefit from the deployment of property tax proceeds to the community.
- Provide direction and support in the implementation of the grant making process.
- Monitor grantees’ use of grant monies.

- Work with the Board to develop proposals to respond to community needs.
- Provide consultations and technical assistance to applicants, funded partners, and other individuals seeking to learn about the Senior Fund, its' policies and processes.
- Stay knowledgeable of trends and new developments in philanthropy, aging policy and services, and local and state issues and resources that may affect seniors and community-based services.

Financial and Operations Management: Implement and carry out the administrative and operational functions to ensure a well-functioning organization.

- Hire, onboard, train, motivate, develop, and review annually the staff of the Senior Fund.
- Maintain a staff, equipment, and systems sufficient to conduct the business of the Senior Fund, including:
 - o Fiscal Management
 - o Human Resources
 - o Technology (including but not limited to accounting, grant making, and human resource functions)
 - o Community Investment and Grantmaking
 - o Community Relations and Public Awareness
 - o Procurement of supplies, equipment, and outside services.
- Conduct operational planning to implement the strategic plan and achieve Board priorities.
- Oversee the preparation and development of the annual operating budget.
- Oversee the management of Senior Fund revenue and expenditures to keep them consistent with the approved budget.
- Facilitate the Senior Fund payroll and benefit function.
- Maintain oversight of fiscal policies, ensuring the existence of adequate internal controls and accounting systems.
- Ensure that the Senior Fund is in compliance with the Missouri Sunshine law, including serving as custodian of the records, whose name is available to the public upon request.

Community Outreach and Advocacy: Develop networks and collaborations that strengthen the provision of services to City of St. Louis seniors and achieve system improvement.

- Identify and maintain relationships with diverse groups of community members, institutions, agencies, and elected and governmental officials, in particular from the City of St. Louis.

- Actively engage in external philanthropic, aging services, and other community organizations and network meetings and events to promote and advocate for funding and policies that benefit older adults and highlight funded partners.
- Represent the Senior Fund at speaking engagements in the community related to the Senior Fund’s mission and disseminate information and data on Senior Fund grantmaking, community issues, etc., both internally and externally.
- Seek opportunities for the Senior Fund to provide community leadership, coordination, and collaboration to enhance resources for seniors.
- Monitor Senior Fund’s grantmaking to ensure grants are equitable and fairly serve the most vulnerable seniors and do not discriminate against any protected classification of citizens.
- Oversee marketing and communications efforts.
- Identify, engage, and support legislative and regulatory actions to advance the priorities of the Board.
- Establish and maintain relationships with organizations throughout the region and state and utilize those relationships to advance the achievement of the mission of the Senior Fund.

DESIRED KEY QUALIFICATIONS AND EXPERIENCE

- Demonstrated commitment and passion for older adults.
- Demonstrated understanding of aging network services and policies, current issues relevant for older adults, and organizations serving in the City of St. Louis community relevant to the focus areas of Senior Fund.
- Exceptional interpersonal skills with the ability to manage a diverse group of relationships (political leaders, community members, colleagues in the Foundation/Funders sphere, partners).
- Strategic planning experience with strong analytical skills.
- Demonstrated ability to build collaborations in pursuit of common organizational goals.
- Strong management and planning skills.
- Proven ability to identify and take advantage of opportunities to improve services.
- Bachelor’s Degree or higher (social work or gerontology preferred).
- Excellent oral and written communication skills.
- Experience in senior level executive management in a nonprofit, foundation, or governmental entity.

SALARY AND BENEFITS

We strive to balance competitive pay with our mission. New hires are typically brought into the organization at a salary range between the minimum and the midpoint salary range. Actual placement in the range will depend on a candidate’s job-related skills, experience, and expertise, as evaluated during the interview process.

- Salary range \$105,000 - \$120,000 annually. To be determined based on qualifications and experience.
- Full Benefit package including life and medical insurance, retirement contribution, 10 paid holidays, and 25 paid time off days granted immediately upon starting.

OFFICE LOCATION

Senior Fund implements a hybrid work environment. Employees are required to come into the office—located in the City of St. Louis—or other in-person settings for critical tasks and organizational events and meetings that require an in-person presence. Some remote work is supported with permission of the Board of Directors. The Senior Fund office is open and maintained for all employees to use at any time for focused work and organizational activities.

EQUAL OPPORTUNITY EMPLOYER

The St. Louis City Senior Fund maintains a policy of non-discrimination in employment and complies with and supports all federal, state and local laws regarding discrimination in employment. Specifically, the Senior Fund does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by Federal, state or local law.

AT-WILL BASIS OF EMPLOYMENT

Employees of the St. Louis City Senior Fund are employed on an “at will” basis. This means that either the employee or St. Louis City Senior Fund is free to terminate the employment relationship at any time and at either party’s discretion.

TO APPLY

This search is being led by Bill Kuehling Law, LLC. Candidates should submit their cover letter, highlighting their interest and qualifications, along with their resume to Bill@billkuehlinglaw.com. Applications for the position will be accepted until September 16 at 5pm.