

Job Summary

The Manhattan Senior Center (MSC) Director is a strategic and operational leader dedicated to enhancing the lives of older adults in the Manhattan community. Reporting to the Board of Directors, the Director is responsible for the overall success of the Center, including **fiscal management, community growth, and program innovation**. This role serves as a bridge between the Board's vision and daily operations, focusing on diversifying funding sources, expanding the volunteer base, and increasing membership. The Director fosters a welcoming, safe environment while acting as a vocal advocate and partner for seniors and their families.

The position reports directly to a board of directors that desire a director to:

- Increase the effectiveness and impact of the Friendship Meals program.
- Advance the value and purpose of programs and volunteer support with an eye on changing horizons.
- Improve current facility conditions and enhance future program delivery by connecting to a vibrant community.
- Provide budget clarity to stakeholders and increase fundraising to meet the needs of expanded program delivery.
- Enhance internal communications and deliver effective external marketing & communications to increase community awareness and grow MSC membership.
- Clarify staff & volunteer responsibilities and provide proper staffing levels & volunteer support for future growth and success.

Essential Duties and Responsibilities

- **Strategic Leadership & Board Governance:** Serve as the primary liaison to the Board of Directors, providing data-driven reporting on fiscal health and program impact; implementing the strategic plan and support committee work to ensure mission alignment.
- **Operational & Facility Oversight:** Coordinate the management of daily operations, ensuring a safe, welcoming, and compliant environment; ensure facility maintenance, security, and adherence to federal, state, and local safety regulations.
- **Organizational Growth & Fundraising:** Ensure base funding continues from government partners; lead efforts to diversify revenue by identifying grants, soliciting corporate and individual donations, and organizing fundraising events to sustain and expand Center programs.
- **Programmatic Excellence & Advocacy:** Guide Assistant Director in design, coordinate, and evaluate a diverse array of recreational, educational, and wellness activities; act as a lead advocate and resource for senior benefits and community services.
- **Team & Volunteer Management:** Recruit, train, and mentor a high-performing team of staff and volunteers, with a specific focus on scaling the volunteer base to support the community lunch program.
- **Community Relations & Marketing:** Serve as the public face of the Center; direct the management all external communications, including social media and press relations, to increase membership and foster community partnerships.

Minimum Qualifications

- Education: Bachelor's degree in Gerontology, Social Work, Recreation, Public Administration, or a related field (or equivalent combination of education and experience).
- Experience: Minimum of 3–5 years of experience in human services, recreation, or community services, with at least 2 years in a supervisory role.
- Certifications: Valid driver's license; CPR/AED/First Aid certification (or willingness to obtain).

Knowledge, Skills, and Abilities

- Considerable knowledge of the needs and dynamics of the senior population.
- Strong interpersonal skills, including diplomacy, compassion, and the ability to work with diverse populations.
- Proficiency in computer software, including Microsoft Office (Word, Excel, Publisher).
- Excellent verbal and written communication skills.
- Ability to think creatively and manage stressful situations or emergencies calmly.

Physical Demands & Work Environment

- Work is conducted primarily in a senior center setting.
- Requires standing, walking, sitting, and occasional lifting/moving of up to 25–35 lbs.
- Occasional evening or weekend work may be required for special events.

Benefits

- Salary range of \$50,000 to \$65,000 based on experience and training, healthcare stipend, retirement investment, and paid time off.

Applications

Cover letters and resumes of interested applicants shall be submitted to the MSC Board Chair, Forrest Buhler at boardchair@manhattanseniorcenter.org. References will be requested from the finalist.

Timeline

The current director plans to retire at the end of the year. The committee will begin to review resumes after September 15, plan to make an offer in mid-October, and hire in November to provide time for a transition with an overlap.

About the MSC:

The MSC is a 501(c)(3) nonprofit, and its vision is to transform the aging experience into a vibrant journey for adults age 60+ that supports independence, health, purpose and joy. Recently, the board of directors and director completed a strategic planning process and updated the mission statement. The Manhattan Senior Center of Riley County's mission is to welcome all adults age 60+ in the Manhattan area and Riley County and empower them to thrive with dignity and respect by connecting them to a vibrant community through Food, Fitness, Information and Fun.

The MSC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type.

For more information, the website is: <https://www.manhattanseniorcenter.org/>.

Please note: All offers of employment are contingent upon the successful completion and passing of a background check, which may include criminal history and employment verification.