



## **Job Announcement**

### **HAMILTON-MADISON HOUSE IS SEEKING AN ASSISTANT EXECUTIVE DIRECTOR FOR OLDER ADULTS AND COMMUNITY SERVICES**

**Application Deadline: March 15, 2020**

#### **About Hamilton-Madison House**

Hamilton-Madison House is a nonprofit settlement house dedicated to improving the quality of life of its community, primarily the Two Bridges/Chinatown area of Manhattan's Lower East Side. The House provides a wide range of programs and services designed to enhance the quality of life for all residents of the Two Bridges/Chinatown area and throughout New York City's five boroughs, including childcare, youth development, senior services, behavioral health, and immigrant and community services. More information on Hamilton-Madison House can be found at [www.hamiltonmadisonhouse.com](http://www.hamiltonmadisonhouse.com).

#### **Position Description**

The Assistant Executive Director for Older Adults and Community Services is a critical member of the executive management team and is primarily responsible for overseeing Hamilton-Madison House's Network of programs and services for older adults and community residents. This includes: City Hall Senior Center; Knickerbocker Village NORC Supportive Services Program, Alfred E. Smith Houses NORC Supportive Services Program, Caregiver Services, Two Bridges Senior Apartments; Music School, and the Saturday Chinese Cultural Program for Youth. Working closely with the Executive Director, the Assistant Executive Director for Older Adults and Community Services will enhance Hamilton-Madison House's existing programs serving older adults by improving the agency's use of program metrics and other evaluative tools; expanding programmatic support through philanthropic and public sector grants; strengthening and expanding the volunteer base; updating policies and procedures to enhance the depth, scope and quality of those programs; and building both internal and external collaborations to strengthen the network of services supporting older adults in the communities served by Hamilton-Madison House. This position will also oversee the Music School program and the Saturday Chinese Cultural Program for Youth and the NYCHA Summer Teen Program by recruiting, supervising and scheduling qualified instructors; developing the operating budget and overseeing expenditures; and expanding programmatic support through philanthropic and public sector grants.

## **Primary Responsibilities**

### Supervision:

- Directly supervises all department heads in the senior services division as well as program directors/coordinators providing cultural enrichment programs and youth services.
- Responsible for hiring, retaining and terminating staff under direct supervision as appropriate.
- Conducts regular senior service directors' team meetings and other department team meetings for training, sharing ideas, resources and accountability.
- Provides annual evaluations and opportunities for staff development, recognition and growth.
- Supervises social work interns as able
- Supervise Facility Personnel (Custodian and Security staff).

### Contract and Fiscal

- Manages overall Senior Services and Community fiscal operations with CFO, including restructuring.
- Prepares and negotiates all Agency Senior Services and Geriatric related contracts and agreements with various funding sources, with input from Program Directors.
- Works collaboratively with pertinent government entities to maintain programmatic accountability, in view of clients' best interest.
- Assists individual programs in development of program budgets.
- Provides quarterly oversight of program budgets, particularly at end of annual fiscal cycle.
- Collaborates with Development Director in seeking and applying for funding.
- Makes decisions related to space at 100 Gold Street, Knickerbocker Village, Smith Senior Services, and other locations including renovations and ensuring building codes are met.
- Serves as a backup for program directors as necessary.

### Program

- Has overall administrative responsibility for all Agency's senior services and geriatric related services, including dementia and depression screening.
- Receives communications and manages all Senior Service liability issues, such as accident reports, insurance and vehicular violations.
- Coordinates shared services among the senior service sites.
- Oversees new Senior Service and Geriatric initiatives and programs and coordinates team of Senior Service Directors to determine, plan and develop new services relevant to changing needs of senior population.
- Restructures programmatic services and staffing as necessary.
- Submission of monthly NYCHA reports as well as other funding related reports.
- Work with NYCHA on facility related matters.

### Community

- Represents HMH in organizations that focus on Senior Citizens, e.g. UNH's Taskforce on Elderly, NYC Council of Senior Centers and Services, FPA Taskforce on Elderly, NYCHA and Human Services Council.
- Ensures Senior Service representation and participation at community meetings and groups, e.g. Interagency Councils on Aging, Association of Lower East Side Settlements – Senior Services, etc.
- Provides access for direct two-way consumer communication.

### Accountability

- Participates with Executive Director in regular supervision and communicates critical issues in timely fashion.
- Participates in HMH Board Meetings, Executive Committee Meetings and all Staff Meetings. Attends Board Committee Meetings that the Executive Director deems appropriate.
- Provides regular vision and evaluation of strategic plan as approved by Board of Directors.
- Discusses program and service updates with designated "Board Representatives".
- In absence of Executive Director and Associate Executive Director, shares responsibility for the agency with Assistant Executive Director – during such occurrences major decisions only made in consultation with Board of Directors, except in case of immediate physical danger.
- Undertakes any other appropriate responsibilities as may be assigned by the Executive Director.

### **Skills and Qualifications**

- 5 years supervisory and program operation experience in programming and policy.
- Understanding of diverse cultures and values service.
- 5 years post graduate direct practice experience.
- Demonstrates commitment to addressing the needs of individuals and families in underserved communities.
- Excellent developing and implementing performance measurement systems: including the collection and analysis of data for planning and reporting purposes.
- Demonstrate experience responding to government requests for proposals and developing private funding grants requests.
- Knowledgeable of program development, program evaluation, budgeting and administrative operations.
- Ability to strategically manage and balance multiple projects.
- Relates well with colleagues and has professional integrity.

**To Apply**

Please send your resume and cover letter by e-mail to [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org). Please include "Assistant Executive Director" in the e-mail's subject line. The application deadline is March 15, 2020.

*Hamilton-Madison House is an Equal Opportunity Employer*