



**Program and Partnership Director
FiftyForward Martin Center**

SALARY INFORMATION: \$15.00 per hour + benefits; non-exempt

WORK HOURS: Full-time position, 40 hours per week with the ability to work flexible hours when needed (some early mornings, late evenings and possible weekends).

BASIC FUNCTION: The Martin Center Program and Partnership Director will assist with the overall operation of the center with emphasis on recruitment, retention and satisfaction of center members. This position implements and evaluates center programs/activities, supervises instructors and volunteers, and ensures the integrity of the agency's data and database. In addition, the Martin Center Program and Partnership Director develops and maintains fiscal and programmatic sponsorships and partnerships with community businesses and leaders.

CORE JOB SPECIFIC COMPETENCIES

Action Oriented: Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.

Composure: Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times, can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

Interpersonal Savvy: Relates well to all kinds of people---up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

Problem Solving: Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Time Management: Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Planning: Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

CORE RESPONSIBILITIES

- Works closely with Center Director in executing overall Center goals.
- Plans, promotes, implements, and evaluates center programs and activities. Ensures sets up for programs and activities, assists in keeping the Center neat and orderly, assists with keeping displays for programs and bulletin boards current.
- Actively recruits, screens, interviews, hires, evaluates, and terminates instructors and group facilitators in conjunction with the Center Director.
- Prepares and maintains monthly calendar and newsletter. Works closely with other staff members in implementing the event calendar. Promotes activities through social media and other means.
- Drives agency van or arranges for volunteer drivers for daily programming and special events.
- Working with the Martin Center Director, helps cultivate and solicit corporate partnerships and donations.
- Oversees the center fundraising events, including chairing the sponsorship committee and coordinating with FiftyForward Development Director to secure sponsors for events.
- Oversees all aspects of event organization, implementation and promotion.
- Coordinates center and event marketing needs with Communications Director.
- Attends community meetings, training events and agency meetings.
- Oversees the operation of the Center in the absence of the Center Director.

CORE WORK REQUIREMENTS

- **Education:** Bachelor's degree in social services, recreation or related field or equivalent.
- **Experience:** Three to five years of experience in program planning, marketing, promotion and recruitment. Three to five years of experience in fundraising and sponsorships. Experience creating newsletter publications and flyers. Prefer experience working with active older adults and volunteers and working in a non-profit agency.
- **Special skills:** Competency in Microsoft Office 365 including Publisher and other graphics programs; database management (MySeniorCenter); managing electronic data files and records; working knowledge of various social media platforms; ability to perform on a deadline; ability to work independently and as a team; demonstrated organizational, administrative and customer service skills; ability to establish and maintain positive working relationships with staff, participants, volunteers and the public. Excellent verbal and written communication skills. Ability and willingness to drive a passenger van and maintain a good driving record and required automobile insurance.

- **Certifications and licenses:** Valid Drivers' License, must be CPR certified or willing to be trained.
- **Physical Requirements:** This job is performed in a smoke free environment with possible high noise levels. Must be willing to assist participants in getting on and off the van. The usual and customary methods of performing the job's functions require the following physical demands: sitting, walking, and standing, ability to lift up to 25 lbs., carrying, pushing and/or pulling, some stooping, kneeling and/or crouching, climbing stairs and significant fine finger dexterity.
- **Equipment Requirements:** Must have proficiency using desktop computer, multi-user copier and scanner, multi-line telecommunications system, facsimile machine, audio-visual and sound equipment and various exercise equipment.

HOW TO APPLY

To be considered, please send a current resume and cover letter
indicating the position for which you are applying to:
careers@fiftyforward.org

FiftyForward is a Smoke Free Workplace

FiftyForward is an equal opportunity employer. Applicants are considered for all positions without regard to political affiliation, religion, gender, age, race, color, national origin, sexual orientation, disability, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other status protected under local, state or federal laws.