

WEST WARWICK SENIOR CITIZENS' CENTER

Title: President / Chief Executive Officer / **Job Code:** Executive

Salary: \$67,000 - \$75,000 / *Benefits negotiable*

Work Week: 35 hours per week.

Hire Date: September 21, 2026

Position Overview:

Plan strategies, develop programs & activities, direct daily operations and prepare budgets / grants for a multi-purpose agency.

Organizational Responsibilities:

- Administer all operations and programs of the Senior Center & The Department of Human Services for the Town of West Warwick
- Work closely with the Chairperson & Board of Directors
- Review and evaluate programs and operations as needed
- Establish and maintain community support for the senior center's operation
- Develop and review all program plans and budgets
- Monitor, prepare and submit all grant applications as our majority of resources
- Manage all fiscal activities pertaining to the day-to-day operations and the budget
- Coordinate the services of other social service agencies
- Organize and manage Center's staff and resources
- Administer and oversee day-to-day operations
- Ability to effect change through advocacy regarding senior/human service issues
- Promote fundraising activities

Fiscal Responsibilities:

- Knowledge of Grant Writing. Ability to solicit new grants for programs and operations.
- Develop and review all program plans and budgets
- Seek, prepare and submit grant applications to funding sources in a timely manner
- Oversee all fiscal activity of the center
- Oversee the Senior Center's annual independent audit

Supervisory Responsibilities:

- Coordinate the services of other social service agencies
- Organize the Senior Center's staff and resources with relations to administering multiple programs and activities
- Oversee and lead staff members in the performance of their duties
- Administer the day-to-day activities of the senior center
- To ensure the specific work assignments are scheduled, work completion dates are met and quality standards are imposed for assigned tasks
- Oversee the Director and Coordinator of the Foster Grandparent program and all related programs and procedures

Special Projects:

- Perform other related assignments as required or contracted, especially in the area of Human Services for the Town of West Warwick
- Develop and maintain a "Community Network" by sitting on the Board of Directors for other social service agencies, i.e. Westbay Community Action
- Coordinate Holiday gift programs and food basket distribution

Requirements:

- Minimum of two (2) years of college with an emphasis on administration and or social services. Or any combination of education and experience that shall be substantially equivalent to the above education.

Knowledge, Skills and Capabilities:

- Ability to communicate effectively with the public, Board of Directors, governmental agencies, funding sources and other community-based operations
- A thorough knowledge of fiscal and personnel administration
- Ability to work well with the senior population
- Ability to supervise and manage personnel and resources
- Knowledge of federal, state and town social programs and grant management for these agencies.

NOTE: *This job description is not intended to be all inclusive. Employee maybe required to perform other related duties as negotiated to meet the ongoing needs of the organization.*

PLEASE E-MAIL RESUMES AND RESPONSES TO:

**Manny Murray
West Warwick Senior Center
145 Washington St.
W. Warwick, RI 02893**

Email: m.murray@wwscri.org