



## EMPLOYMENT OPPORTUNITY

### Director, Albany Neighborhood Naturally Occurring Retirement Community (NNORC)

Jewish Family Services of NENY (JFS) is seeking a full-time Director for our Albany Neighborhood Naturally Occurring Retirement Community (NNORC) program. The NNORC, designed to support seniors aging healthfully in place, provides case management, counseling, education, nursing and recreational supports and services to seniors living within the NNORC geographic area in Albany. For more information visit [jfsneny.org/nnorc](http://jfsneny.org/nnorc).

This is a grant-funded, full-time position with benefits. The ideal candidate will have extensive experience with senior, as well as an extensive knowledge of available services, supports and resources for older adults in Albany County.

#### Responsibilities:

- Oversight of entire program, including planning, implementation, and monitoring to ensure high-quality services aimed at keeping older adults healthy, well, connected and full participants in their community
- Conduct regular team meetings and work closely with team members to develop programs, service delivery and projects
- Monitor staff performance levels with respect to contract requirements, workloads, and program quality
- Develop and implement outreach strategies to reach all residents, including those severely isolated
- Timely reporting to all funders and partners; regular review of priorities and policies to inform program excellence
- Prepare program annual budget and monitor expenses in conjunction with agency finance director and CEO
- Collaborate with community organizations, neighborhood businesses, and local officials to support NNORC residents
- Strategize and implement ways to increase financial investment, partnerships and community support
- Facilitate monthly Residents' Council Meetings; recruit new members as necessary
- Represent NNORC at public meetings and related events
- Draft, edit, and review written deliverables such as print and electronic newsletters, brochures, social media posts and website content in collaboration with Marketing staff
- Support volunteer and intern recruitment and supervision
- Other duties as assigned by agency CEO

#### Qualifications:

- Bachelor's Degree in social work or related field required; Master's Degree in Public Administration, Public Health, Nonprofit Management or Social Work preferred
- At least three to five (3 – 5) years' experience working with older adults
- Supervisory experience strongly preferred
- Excellent organizational skills
- Must be computer literate and comfortable utilizing various technological platforms to facilitate and participate in virtual programming and service delivery
- Excellent verbal and written communication skills. Creative, innovative and flexible
- Must have valid driver's license, personal vehicle and be willing to travel throughout Capital Region as needed

For consideration, please submit a resume and cover letter to:

**Jewish Family Services, Attn: Human Resources, 184 Washington Extension, Albany, NY 12203 or [jginsburg@jfsneny.org](mailto:jginsburg@jfsneny.org)**

Competitive benefit packages include health insurance, vision, dental, and retirement plans. Flexible hours, including some evenings and occasional weekends; option to work remotely when possible

*Jewish Family Services, a non-sectarian human service organization founded in 1854, provides professional services to assist all individuals and families of all backgrounds who are coping with life challenges and transitions. All potential employees of JFS subject to criminal background check.*