



CENTER DIRECTOR, EDWARD A. MYERBERG SENIOR CENTER, INC.

The Edward A. Myerberg Senior Center is a bustling community center where adults age 50+ enjoy over 80 programs per week in art, literature, current events, technology, health and fitness and more. The Center Director serves as the lead professional responsible for all aspects of center operations. The Center Director should possess a combination of business, strategic, supervisory, leadership, and managerial skills and a commitment to redefining what a senior center can be through inspiration, wellness and connection. They will manage all facets of the Myerberg center including ultimate responsibility for the proper function and upkeep of the physical building, business model, center programming, governance, budget preparation, development, and fiscal oversight.

SUPERVISOR:	Vice President of Aging Programs & Services, CHAI
DEPARTMENT:	Aging Programs and Services
STATUS:	Full-Time, Exempt

CHAI Employee Standards:

- Support organization benchmarks and meet agency and Edward A. Myerberg Senior Center goals.
- Exhibit strong work ethic and passion for meeting expectations with high standards.
- Able to work well in a team environment.
- Sustain a positive, enthusiastic, and professional attitude at all times.
- Maintain a professional appearance and demeanor.
- Show respect for staff, board, volunteers, and members.
- Perform all duties in a timely, accurate, honest, and professional manner.
- Attend and assist with the organization's annual meetings. In addition, assist with at least one agency event each fiscal year by volunteering to help plan, set up, clean up and/or staff a table.

Tasks/Responsibilities

Organizational Management

- Maintain a strong working relationship with the CHAI VP of Aging Programs & Services; be an integral part of CHAI's Aging Programs & Services team
- Ensure the Center is open during scheduled hours and operates as a safe, welcoming environment with a positive organizational culture that encourages program participation and helps attract and retain members and volunteers.
- Support fiscal oversight of the center, including helping to meet or exceed budget goals, monitoring all receipts and accounts payable. ,
- Oversee onsite Tenant contracts and negotiations



- Oversee the capital plan and operations of the physical building
- Supervise a dedicated team of Center employees ensuring each team member contributes to the mission and goals of the Center.
- Supervise offsite programming as needed such as the Myerberg at the J program
- Oversee event planning, delegating responsibilities and providing support to staff and volunteers

Organizational Strategy

- Develop and implement a comprehensive business plan for the Center, with a focus on member recruitment and retention, revenue generation, operational efficiencies, innovative programming that ensures long-term sustainability
- Collaborate with CHAI leadership to identify funding opportunities and apply for grants that support long-term sustainability and growth
- Oversee data collection and reporting to support strategic planning, grant applications, and to track the overall well-being and impact of the Myerberg Center
- Drive creative strategy for innovative virtual and onsite program management.
- Implement the Myerberg mission, vision, and strategic plan
- Stay abreast of best practices in older adult programming and senior center operations
- Analyze trends and develop strategies to maximize impact and ensure long-term sustainability, with a focus on building and maintaining a strong fundraising plan

Community Engagement

- Serve as the chief ambassador and public face of the Center
- Liaise with Baltimore City's Division of Aging, including applying and managing annual grants
- Manage all aspects of marketing and outreach, including digital and print communications, advertising, public relations, and social media to strengthen community engagement and visibility
- Build and maintain strong relationships with neighborhood groups, neighboring agencies and local community organizations to build collaborations that support the center and its programs including funders, government agencies, elected officials, service providers and other senior centers
- Participate in community meetings to stay informed about the needs, issues and trends affecting older adults and to share the center's role in addressing them
- Lead annual Friends of the Myerberg Annual Giving Campaign in coordination with Director of Operations
- Staff Friends of Myerberg Committee and other committees as needed.
- Participate in the Building Committee

**Qualifications:**

- BA/BS or equivalent experiences in business, nonprofit management, recreation or older adult related field required
- 5+ years of experience as a senior leader in a supervisory role
- Experience in program and project management is strongly preferred
- Fundraising experience preferred in one or more of the following areas: special events, donor solicitation, public and private grants
- Experience engaging communities and working effectively with committees, community groups and volunteers, etc. etc.

Skills:

- Strong interpersonal skills
- Ability to remain calm with positive outlook
- A strong commitment to enhancing the well-being of older adults
- Persuasive communicator with strong English verbal and written skills
- Entrepreneurial thinking and proven ability to innovate
- Proficient in Microsoft Office (Word, Excel, Teams, SharePoint). Experience with Zoom and hybrid video and audio technology preferred
- Ability to engage a wide range of demographics with integrity and respect toward all
- Unwavering commitment to quality programs
- Ability to create a unifying, team-based, principle-based mission and culture
- Ability to prioritize, delegate and be solution oriented
- Strong work ethic
- Receptive to and accepting guidance from others
- Ability to maintain confidentiality
- Dedication to promoting community

Working Conditions & Physical Requirements:

- Able to be present in the office, as appropriate
- Able to move freely about the office
- Able to operate a computer and other office equipment, including telephone, copy machine, fax and printer
- Able to move supplies or equipment weighing up to 20 pounds, as needed



Employee/Reviewer Signature:

I have read and understand all of the above. I have reviewed the duties for which I am responsible, as well as the requirements of this position, with my supervisor. I understand that this document does not create as an employment contract and that I am employed by CHAI on an “at will” basis.

Reviewed with _____ Date _____

Reviewed by _____ Date _____