

USC Leonard Davis School of Gerontology

Job Posting: Community Senior Services May 5, 2006

Job Position: President/CEO

Job Description:

Seeking a President/Chief Executive Officer with a successful track record in nonprofit organizational management with an emphasis on fund development and creating strategic partnerships with donors, corporations, and public policy change makers and stakeholders.

In partnership with the board of directors and a genuine caring support staff will guide the organization's mission and vision; expand and enhance the visibility and the quality of twelve programs; and communicate the issues and challenges of living and aging among seniors and their families in the Pomona/Inland Valley.

Competitive salary and benefit package.

Qualifications:

- Bachelor's degree and/or ten years in fund development, management and supervision of nonprofit organizations.
- High degree of organizational, communication and written skills, detail oriented.
- Experience in implementing and monitoring yearly budget.
- Preference for person with proficiency in MS Office, spreadsheets and word processing.
- Highly motivated self-starter with "hands-on" aptitude.

Contact:

By Monday, May 15, 2006, interested applicants must submit a letter of interest, resume, and salary expectations to:

John Avila, BOD Chairman
Community Senior Services
1033 Hillcrest Drive
Pomona, CA 91768
Tel: (909) 622-3786
Fax: (909) 469-9887