



Executive Director

GRAPE, the Greater Rochester Area Partnership for the Elderly is a not-for-profit 501(c)(3) membership organization whose mission is to maintain a membership of professional and interested persons that aspire to improve the quality of services for older adults in the Greater Rochester area. GRAPE accomplishes this by sharing expertise, knowledge, skills, and acting as advocates for the older adult population. GRAPE seeks to foster a sense of camaraderie among professionals; provide high-quality education and training; influence social and public policies, and facilitate debate about emerging issues.

Role

The Executive Director manages the day-to-day operations of GRAPE, promotes the mission of GRAPE, advocates for members, and seeks funding to advance the mission. The Executive Director must ensure compliance with federal and state regulations, work toward achievement of the organization's long range plan, engage the membership and maintain a working climate that attracts and motivates members to achieve the organization's goals.

Reports to

The GRAPE Board of Directors.

Essential Job Duties:

- Manages daily operations including budgeting, maintenance of records, website management, and customer service
- Attends Executive Board meetings, monthly Board meetings, committee meetings, and all membership meetings.
- Oversees accounts payable and accounts receivable, working closely with the Finance and Budget Committee to ensure that all financial operations are conducted in an efficient manner
- Takes primary responsibility for fundraising, including dues collection, solicitation of sponsorships, and seeking grant funds
- Communicates with Committee Chairpersons and coordinates the activities of all committees within GRAPE
- Advocates for GRAPE members in the Rochester community, speaking to groups, writing grants, and calling on other community groups and organizations who share the mission

- to improve the quality of services for older adults. Builds and maintains GRAPE's network in the community
- Promotes GRAPE membership and builds the membership base, working closely with the Membership committee
- Manages and oversees Database organization

Requirements and Qualifications:

- 4-year degree and/or equivalent experience, preferably in non-profit management
- Must be comfortable with public speaking
- Able to self-start and work independently
- Familiarity with QuickBooks is preferred
- Valid driver's license and reliable vehicle
- Physical Demands – while performing the duties of this job, may need to lift and move items up to 50 pounds

Schedule

This position is a 34-hour per week, 10 month position with 14 hours per week during July and August.

Work Environment

This is a remote position with ability to work from wherever in the Greater Rochester Area with in-person requirements for all scheduled monthly meetings.