**Partners In Care**

**Mid-Shore Site Director (FT)**

**Easton, Maryland•Full-time**

**About the Job**

**Role:**Mid-Shore Site Director for Partners in Care Maryland, Inc.  
  
**Job Description:**Site Director.

A successful Site Director will have a broad knowledge of program management principles and community activities affecting older adults in their area. The Site Director must have a strategic mindset as well as be able to lead and develop their subordinates. The incumbent will be responsible for the day-to-day operations of the site. The driving goals of this position are to increase efficiency, visibility, financial sustainability, and community awareness of Partners in Care to better serve the older adults in your area.

**Direct Reports:**

* Office Coordinator.
* Volunteer Recruiter (outreach).
* Program Volunteers (receptionist, ride drivers, handymen, etc.).

**Duties and Responsibilities:**

* Partner with upper management to develop a business strategy for the site.
* Identify opportunities for improvement and suggest solutions.
* Partner with upper management & community leaders to increase the awareness of programs offered.
* Takes a solution-oriented approach to opportunities and challenges.
* Collaborate with existing supporters of the program and identify and develop future supporters.
* Capacity to work at the strategic level (using data and creativity to come up with innovative ideas for growth) and at the tactical level (executing projects, analyzing the impact, solving problems) to recommend strategies/tactics that result in a positive ROI.
* Seek, obtain, and develop new partnerships with local community influencers to build awareness and financial partnerships.
* Work with PIC's strategic plan to increase financial sustainability through grants, donations, and fundraising activities.
* Demonstrated ability to handle multiple tasks simultaneously.
* Exceptional organizational skills and time management are required. Must have the ability to meet designated deadlines.
* Must have a creative approach to problem-solving, a “roll up your sleeves and get it done”/can-do attitude, and the ability to multi-task and thrive in all environments.
* Attend community events and business meetings outside the office.
* Travel to alternate PIC sites for training and development.
* Mentor and develop direct reports and volunteers.
* Conduct performance reviews of direct reports.
* Verify timesheets and maintain direct report schedules.
* Maintain a clean, orderly, and welcoming office.

**Required Knowledge, Skills, and Abilities (KSA):**

* Bachelor’s degree required; Graduate degree preferred.
* Proven leadership skills.
* Ability to prioritize projects.
* Excellent communicator (phone, media, and face to face).
* Business development and program management experience are a must, including a successful track record of meeting and exceeding goals.
* Experience writing successful proposals required.
* Experience with Fundraising.
* Experience in the nonprofit sector is preferred.
* Proficiency with MS Office products including Word, Excel, PowerPoint, and Google Drive.
* Ability to maintain confidentiality.

**Salary:** $45,000. To $50,000. annually

**About Partners In Care Maryland, Inc.**

Partners In Care Maryland is an impactful organization that invests in the Older Adults of our communities. Our team consists of bright, energetic, and talented people who have a passion for making a difference in the world by helping underserved communities.

**Comments:**E.E.O.C.Excellent benefits package that includes medical, dental, life, 403(B), and more. No phone calls, please. Interested Candidates should forward a resume with a cover letter to heatherbobbitt@partnersincare.org with the job title in the subject line or mail it to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122.

**About Partners In Care**

Partners In Care Maryland is a Volunteer Service Exchange non-profit organization. We support the older adults still living in their own homes by providing volunteers to help with simple chores, handyman services, social groups, rides to doctor's appointments or to the store. We have a division called Member Care which is dedicated to providing social learning events like "Crockpot Cooking for One" classes and monthly get-togethers at a members house just for tea and talk. We have added a new division called Community For Life which provides a fee based service that provides all the previous and more to older adults who would prefer to have a service catered more specifically to their needs and schedules. There are many other aspects to Partners in Care like our Veterans Helping Veterans program, The Crafters group, etc. Please visit our website partnersincare.org for more information and inspiration.