

Posted: October 30, 2017. Open until position filled.

POSITION: **Sally's Fund Manager**, Part-time: 20-25 Hours/ week. Flexible schedule.

Please submit Resume' to: info@SallysFund.org or mail to: **Sally's Fund P.O. Box 1626 Laguna Beach, CA 92652**

SALARY: \$18 — \$25 Hourly

Job Responsibilities:

Under general supervision of Sally's Fund Board of Directors, manages client transportation and support services for the frail elderly in cooperation with Director of Client Services. Oversees transportation services to promote wellbeing and socialization of frail elderly living in our community, and increase community awareness of SF services. Manage drivers and maintain vehicles. Projects will vary and provide an interesting combination of responsibilities in the fields of general administration, fundraising, team coordination, social services, and public /client relations.

Representative Duties:

- * Research & develop funding through grant applications; maintain current SF grants.
- * Recruit, provide periodic reviews, monitor productivity, update driver duties/ responsibilities, terminate and handle other employee issues.
- * Organize and maintain client, employee and other files.
- * Prepare statistical reports and documents for SF Board, City of LB and grantors in relation to client services provided.
- * Make sure vehicles are maintained and in good working order.
- * implement a client satisfaction survey. Serve as an advocate for clients when needed. Conduct client intake interviews if needed.
- * Maintain a network of communication with various social service agencies and health care providers. Ensure public awareness of SF services to identify seniors in need; attend local meetings of senior service providers if appropriate.
- * Provide back-up client transportation services when drivers are unavailable due to illness or vacation, or unforeseen circumstances.

Typical Qualifications:

Minimum Qualifications: Any combination demonstrating the ability to effectively and successfully perform the duties of the position is considered qualifying. A typical combination is as follows:

Education: Education equivalent to a 4 year Degree in Business/public administration, gerontology, social services, or communications is desirable.

Experience: Prior experience working with community non-profit organizations or a government agency is desirable. Grant applications. Fundraising.

License Requirements: Due to the performance of some field duties, which may require the operation of a Sally's Fund vehicle, a valid California Driver's license; and an acceptable driving record are required.

Knowledge, Skills & Abilities:

Must possess: written and verbal communication skills; proficiently use personal computers, including word processing and statistical programs. Effective customer service and modern office practices and procedures; public relations skills. Ability to work independently with minimal supervision and demonstrate initiative; exercise good reasoning and judgment; maintain effective and cooperative working relationships with SF team members, Board of Directors, and those contacted in the performance of duties, such as agencies, social service providers and City staff in order to facilitate Sally's Fund service goals. Must accept responsibility and accountability for the performance of duties.

Physical, Mental & Environmental Working Conditions:

Most duties and responsibilities of this position are performed in an office environment and involve sitting, standing, and walking for prolonged or intermittent periods of time, and include reaching, bending, and twisting at the waist to perform desk work and operate general office equipment including a personal computer with keyboard for prolonged or intermittent periods of time. The operation of a personal computer requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers. An incumbent must communicate effectively both verbally and in writing. Must be able to work cooperatively and effectively with others encountered during the course of duty. The employee is expected to drive and interview clients in their homes and may be exposed to a variety of elements, including exposure to inclement weather, sun, dust and pollens.