

SOUTHWEST AREA NEIGHBORHOOD ASSOCIATION, INC.

275 Dr. Samuel McCree Way

Rochester, New York 14611

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Executive Director Patricia A. Jackson
(585) 436-8201
(585) 436-8244 fax

Job Announcement Executive Director

The Board of Directors of the Southwest Area Neighborhood Association, Inc. (SWAN) and Montgomery Neighborhood Center is seeking a qualified candidate to lead these merged organizations. The Executive Director is responsible for the overall leadership, direction and management of the organization and its staff.

The Executive Director reports directly to the Board of Directors and guides the organization toward alignment with its mission and vision, in accordance with its policies and procedures.

The Board seeks an innovative visionary with a demonstrated record of achievement to lead and manage this non-profit human service agency that provides a variety of educational, social and developmental programs for youth and adults to a diverse population in the Southwest Section of the City of Rochester, New York.

The successful candidate must demonstrate:

- Excellent communication skills, both written and spoken.
- Exceptional talent in leadership.
- Expertise in team building and collaborative partnering.
- Exceptional skills in grant writing, program development, budgeting, financial and contract management, resource development, Board and community relations.
- A solid grasp on local, state and federally funded programs / operations.
- Success working with funders, volunteers, and other service providers.

Applicant must possess a Master's Degree in Business Administration, Public Administration or in a related field, or 5 years experience in human services non-profit management.

To apply, send a cover letter and resume to: Search Committee / Southwest Area Neighborhood Association, Inc.
Attn: Fannie Ethridge -Reeves, 275 Dr. Samuel McCree Way, Rochester, New York 14611
Or e-mail cover letter and resume to fanniecarole@hotmail.com.

Deadline to apply is 5:00 p.m. January 6, 2012.

If application sent by U.S. mail letter must be Postmarked by January 4, 2012.

WE ARE ON THE MOVE

www.swanonline.org