

Director Administration

We are seeking a results-driven Director of Administration with strong leadership skills to coordinate Board and Chief Executive Officer activities, legislative requirements, grant opportunities and operational efficiency. Duties for the Director of Administration will include managing administrative staff, guiding policy development, writing grant applications, overseeing human resources requirements and updating senior leadership.

The Director of Administration will ensure administrative functions run smoothly, improving efficiency across the organization. Superior organizational skills will assist our organization in generating positive results.

The Director of Administration will report to the CEO.

Responsibilities:

- Develop organizational policies and procedures
- Communicate legislative changes across the organization
- Coordinate reporting responsibilities with legislative bodies
- Oversee Accreditation process
- Negotiate contracts and agreements with vendors in consultation with Senior Leadership
- Support the CEO in Board and Committee responsibilities
- Support the CEO in Strategic planning and initiatives
- Seek, write and submit grant applications

Requirements:

- Degree in Business Administration or equivalent
- 5 years experience in senior living
- Strong leadership and problem-solving skills
- Exceptional organizational skills

Interested applicants may send a cover letter and resume to ssmith@fairviewmh.com.