



Position Title: Manager

Department: Onsite & Special Programs

Reports To: Director, Onsite & Special Programs

Status: Full-time, Exempt

Position Summary: DOROT seeks a dynamic, creative, and industrious individual to manage our multi-faceted Onsite and Special Programs (OSP) portfolio comprised of a range of general interest, arts and movement-based programs offered both online and in person.

The ideal candidate possesses a passion for working with older adults, experience around all aspects of program planning and management and exhibits both warmth and a positive attitude. The individual must be proactive, have comfort speaking in front of groups of all sizes and welcome the range of challenges and opportunities that arise when working in a complex and fast-paced work environment.

Primary Responsibilities:

- Be an inspirational and resourceful leader within the OSP team by contributing to the success of the overall department and ensuring impactful experiences for staff, volunteers, and clients
- Supervise a member of the OSP Program Team, interns, and volunteers who support OSP initiatives and programs
- Develop, execute, and work collaboratively with the OSP team to provide a robust year-round menu of relevant programs that meet the needs in our catchment area and interests of older adults including creative aging, lifelong learning, and discussion-based programs, along with concerts and special events
- Engage a diverse population of new and existing older adult audiences with compelling programs, both in large and small group settings.
- Engage diverse groups of staff, volunteers, colleagues, and program constituents in applying the concept of cultural humility in honoring every individual's and community's unique experiences and interests
- Seek and develop innovative community and national partnerships to expand audience reach
- Cultivate and maintain a network of community collaborators to provide quality programs, lectures, classes, and workshops
- Recruit, train, steward and evaluate a roster of instructors/facilitators with subject matter expertise, managing all aspects of these relationships
- Participate in local, state-wide, and national forums to showcase DOROT's innovative program offerings, as well as to network, identify possible partnerships and learn from other organizations
- Remain aware and informed about current creative aging, movement, lifelong learning, and other educational and program engagement strategies and initiatives, and constantly help to hone DOROT's best practices in these areas
- Collaborate with other DOROT departments to create, introduce, and disseminate materials that promote OSP initiatives and/or promote other programs among OSP constituents
- Ensure the tracking, review and maintenance of program interactions using DOROT's online database (Salesforce platform); this includes reviewing monthly/yearly statistics for reports to funders and other audiences
- Help develop, implement, monitor, and report on progress for grant-funded projects
- Manage the program budgets in collaboration with DOROT's finance department
- Special projects as assigned

Required Qualifications:

- Bachelor of Arts with a minimum of 7 years of relevant professional experience working with older adults or other special social service constituencies
- Master of Social Work or graduate degree in a related social services field a plus
- Successful track record in managing and supervising others, building their individual capacities, and promoting excellence
- Good team player who can readily adapt to complex systems and balance team and individual responsibilities
- Established innovative and critical thinker who excels in creative problem solving
- Proven program planning and project management experience, with emphasis on creativity, innovation and “thinking outside the box”
- Advanced interpersonal, group facilitation and organizational skills
- Comfort in taking independent actions and calculated risks in seeking out and taking advantage of opportunities to enhance and expand programming
- Strong interpersonal, written, and verbal communication skills
- Ability to work proactively, both independently and collaboratively
- Passion and sensitivity for DOROT’s mission
- Strong proficiency with database/information management systems, Microsoft Office Suite, virtual platforms, and graphic technologies
- Availability to work occasional evening and weekend hours for programs and presentations, and approximately twelve Sundays a year for Package Deliveries and other activities