

Job Title:

Executive Director

Job Description:

Exciting opportunity to use your talents and creativity to make a difference! As Executive Director of The Foley Senior Residences, you will oversee the day to day operation of this 98 unit senior living Community. Managed by Trinity Management, LLC, The Foley is a mixed income urban residential Community that includes independent and assisted living rental apartments.

Responsibilities:

In addition to the overall day to day management of The Foley residence, the Executive Director will have the following responsibilities.

- **Financial Management:** Budget development and performance, knowledge of GAFC and SCO reimbursement.
- **Compliance:** Knowledge and adherence to EOEA regulations and guidelines for MassHealth and SCO
- **Sales and Marketing:** Driving occupancy through development and execution of a sales and marketing action plan.
- **Human Resource Management:** Hiring, supervising and training staff
- **Management:** oversight of all resident service programs and customer satisfaction and “good neighbor” policy.

Qualifications:

Strong management and communication skills and a commitment to serving an aging population with compassion. Professional experience providing services to the elderly. Property management experience. Knowledge of GAFC, SCO and LIHTC programs. BA/BS degree. Proficient computer skills.

Reports to:

Regional Director of Trinity Management

Job Supervises:

Team of Directors

Hours:

Salaried position

Hiring Process:

The recruitment process for this position is being managed by Atlantic Retirement Group, LLC (ARG).