



SURREY SERVICES FOR SENIORS JOB OPPORTUNITIES

- **Assistant Development Manager**

Surrey Services is a growing organization whose mission is to help older adults live in their homes with independence and dignity and to continue as active members of the community. The Development Department is seeking a part-time person (32 hours per week) to augment their development staff.

The Assistant Development Manager will participate in the business plan development, manage the annual giving mailer campaigns, assist in the grant/foundation proposal writing, manage the donor database and liaison with the special event committees. Experience with Raisers' Edge or similar database a must, strong writing and organizational skills, and ability to multi-task.

Send resume and writing samples to: Caroline Metz, Chief Development & Marketing Officer, cmetz@surreyservices.org, or mail to Surrey Services for Seniors, 28 Bridge Avenue, Berwyn, PA 19312 EOE.

- **Finance Director**

Surrey Services is a growing organization whose mission is to help older adults live in their homes with independence and dignity and to continue as active members of the community. The Finance Department is seeking a Director to take responsibility for the day-to-day fiscal affairs of the organization and basic human resource oversight.

The Finance Director will take a strategic role as well as daily hands-on accounting work. This role oversees payroll and billing staff and works very closely with experienced volunteers. The Finance Director is responsible for monthly reporting, annual budgeting, and cash flow monitoring. This Director monitors Internal Controls and works with Surrey's outside auditor. Experience with QuickBooks a plus and organization skills, Excel, and ability to multi-task a must.

Send resume to: Barbara Fentress, bfentress@surreyservices.org or mail to Surrey Services for Seniors, 28 Bridge Avenue, Berwyn, PA 19312 EOE.