



Senior Resources Manager

City of Lake Forest

Contact Name: Leah White

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Closing Date:

Salary: \$95,288 - \$123,735 DOQ, annual progression based on merit

Description:

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Are you a collaborative, community-minded leader who is passionate about supporting older adults and promoting a positive image of aging? The City of Lake Forest is seeking a Senior Resources Manager to provide leadership and direction for Dickinson Hall, the Lake Forest-Lake Bluff Senior Center.

Dickinson Hall serves older adults in Lake Forest, Lake Bluff, and Knollwood by offering educational, social, cultural, and supportive opportunities that foster independence, involvement, and continued personal growth. This full-time role is responsible for the overall leadership, administration, programming, operations, staff, volunteers, partnerships, and financial management of the Center. The Senior Resources Manager will help shape meaningful programs and services, build strong community relationships, support staff and volunteers, and ensure Dickinson Hall remains a welcoming, dynamic, and engaging resource for older adults and the broader community.

Key Responsibilities

- Provide overall leadership, direction, and administration for Dickinson Hall, including programs, services, operations, staff, volunteers, partnerships, finances, and community engagement
- Develop, implement, evaluate, and continuously improve programs and services that reflect the interests, abilities, backgrounds, and needs of older adults
- Supervise, mentor, train, and support staff, including recruitment, onboarding, performance management, evaluations, development, and retention
- Develop and manage a strong volunteer program, including recruitment, training, scheduling, engagement, support, and recognition
- Serve as staff liaison to the Senior Resources Commission and collaborate with the Lake Forest-Lake Bluff Senior Citizens Foundation
- Develop and manage the annual operating budget, monitor revenues and expenditures, evaluate fees and cost structures, and support long-term financial sustainability
- Build partnerships with local governments, nonprofit organizations, healthcare providers, community organizations, elected officials, stakeholders, residents, members, staff, volunteers, and the public

- Promote Dickinson Hall programs, services, events, resources, community awareness, and a positive image of aging through marketing, outreach, and communication strategies

Qualifications

- Bachelor's degree in Social Services, Gerontology, Psychology, Business Administration, Public Administration, Recreation, or a related field required
- Minimum of five to seven years of progressively responsible experience in program management, administration, senior services, community services, recreation, social services, or services for older adults
- Demonstrated experience in staff supervision, budgeting, program development, service delivery, and community engagement
- Experience working with volunteers, boards, commissions, foundations, community organizations, governmental entities, or nonprofit partners preferred
- Strong understanding of the needs, interests, strengths, and challenges of older adults
- Ability to promote a positive, inclusive, and empowering image of aging through programs, services, communications, and leadership
- Strong leadership, communication, organizational, financial management, program management, and relationship-building skills
- Ability to analyze data, identify trends, evaluate program effectiveness, and make informed recommendations
- High level of professionalism, initiative, discretion, accountability, sound judgment, and adaptability
- Ability to use technology, software systems, databases, and communication platforms needed to manage programs, records, budgets, outreach, and daily operations

Why Join the City of Lake Forest?

- Lead a meaningful community resource that supports connection, independence, lifelong learning, and personal growth for older adults.
- Help shape programs and services that make a direct impact on the lives of residents in Lake Forest, Lake Bluff, and Knollwood.
- Work with a dedicated team of staff, volunteers, community partners, commissioners, and foundation members who care deeply about Dickinson Hall's mission.
- Use your leadership, creativity, and relationship-building skills to strengthen community engagement and promote a positive image of aging.
- Be part of a collaborative City organization that values professionalism, service, innovation, and strong community relationships.

Full Benefits Package

- **Full salary range:** \$95,288 - \$123,735 DOQ, annual progression based on merit
- **Insurance:** Medical (PPO/HMO), dental, vision
- **Leave:** 13 paid holidays, front-loaded vacation and sick time, parental leave
- **Retirement:** IMRF pension, plus 457(b) and Roth options
- **Additional Benefits:** Tuition reimbursement, Employee Assistance Program, legal and life coverage, Public Service Loan Forgiveness eligibility, longevity bonuses, and annual merit bonus opportunities based on exceptional performance

Interested applicants are encouraged to review the full job description here: Senior Services Manager Job Description 8 2026

To be considered, please submit your application, cover letter, and resume here:

<https://www.governmentjobs.com/careers/lakeforestil/jobs/5451377/senior-resources-manager>

The City of Lake Forest is an Equal Opportunity Employer.
We welcome applicants of all backgrounds and experiences.