**Executive Director Job Description  
Kansas Adult Care Executives (KACE)**

TITLE: Executive Director Reports to: Board of Directors

RESPONSIBILITIES:

The executive director of the organization is charged with conducting the affairs of the association in keeping with policies and procedures established by the KACE Board of Directors. The executive director is responsible for organizing, directing, managing and planning the activities of KACE. The executive director shall exercise authority directly over all personnel and all activities of the organization. The executive director is selected and employed by the KACE Board of Directors.

JOB DUTIES:

1. Serve as the association executive director with responsibility to carry out and implement the organization's stated policies, objectives and goals.
2. Assist the Board of Directors in establishing and promulgating strategic plans designed to implement the objectives of KACE. Responsible for implementation of strategic plans and the reporting of progress regularly to the Board of Directors.
3. Review financial condition of association on a regular basis to keep within the budget plan. Assist in implementing financial policies and work within the budget constraints as established by the KACE Board of Directors with input from the executive director.
4. Administer, direct and maintain responsibility for all KACE-sponsored activities.
5. Assist the Board of Directors in setting priorities and establishing appropriate committees to further the objectives of KACE and maintain a liaison between committees, task forces and the Board of Directors.
6. Interview, select, supervise, discipline and discharge all staff, and contract for consultant positions.
7. Meet with staff at regular intervals to insure proper communication, team work, and achievement of established policies, objectives and goals. Train and educate staff on management and team activities for successful implementation of the strategic plan.
8. Attend KACE Board and committee meetings and submit periodic reports as needed \or required.
9. Serve as primary staff to the executive committee, nominating committee, and other committees as appropriate.
10. Represent KACE in its relationships with similar organizations at the local, state and national levels.

1. Work closely with the Board of Directors on public policy activities and advocate on behalf of the membership. Prepare and deliver public testimony, speeches or comments to the legislature, state agencies and consultant groups.

1. Disseminate information to KACE members through all association publications/communications.
2. Oversee the planning and content of all KACE education and training for administrators/operators and those persons seeking to become administrators.
3. Oversee the KACE AIT Program including record keeping, marketing, technical assistance to trainees, and preparation of training materials.
4. Maintain official records of KACE including business, personnel, histories, membership information, etc.
5. Serve as chief spokesperson for KACE.
6. Review and execute actions to maintain corporate status of organization and report any changes to the Board of Directors.
7. Actively pursue, within established Board policies, activities and programs to enhance the financial status of the association.
8. Stay current with issues affecting the responsibilities/activities of administrators/operators to provide resources which will meet the unique needs of the profession.

AUTHORITY:

Authority is commensurate with and sufficient to execute all assigned responsibilities of this position. The executive director may delegate duties and responsibilities to others but is not relieved of the overall responsibilities of this position.

QUALIFICATIONS:

1. Graduate of an accredited college or university with at least a Bachelor’s degree in administration or related area is required. Master’s degree in administration or related area is desirable.
2. Overall knowledge of the field of long-term care is preferred.
3. A nursing home administrator's license and experience in health care or in association management is preferred.
4. Experience in working with the Kansas state governmental system and the Kansas legislature is preferred.
5. Experience in managing, motivating and directing people and working with a volunteer, non-profit Board of Directors is preferred.

ADDITIONAL SKILLS/ATTRIBUTES:

The Executive Director:

1. Can take initiative and manage interpersonal relationships and is able to communicate effectively with an excellent comprehension of the English language.
2. Must have the ability to reason, solve problems, communicate with a variety of constituents, and must be able to read with comprehension. The executive director needs to demonstrate flexibility and be able to adjust to a changing environment.
3. Possesses the physical strength, mobility, dexterity, agility and the visual, vocal, and auditory abilities to fulfill the responsibilities of this position. The work is generally performed in an indoor, well-lighted, well-ventilated, heated and air-conditioned environment. Occasional need for outside environmental conditions of short duration.
4. Must be trustworthy, professional and exemplify high moral integrity.
5. Proficient in computer skills including Word, Excel, and Outlook with the ability to learn other software as needed.
6. Has the capacity to present a positive image of aging services including assisted living and the long-term care profession to the public and KACE members.