



## Job Description

**Job Title:** Executive Director

**Date:** July 2020

The Oregon Association of Area Agencies on Aging and Disabilities (O4AD) - is a nonprofit organization and one of the leading voices advocating for older adults and persons with disabilities in Oregon.

Comprised of the Area Agencies on Aging (AAA) located throughout all corners of Oregon, O4AD advocates to protect the independence, dignity, choice and safety of Oregon's older adults and people with disabilities. Area Agencies on Aging & Disabilities, our members, provide long-term care services and supports statewide including home delivered meals, ADRC services, Older Americans Act programs and, Oregon Project Independence. Additionally, O4AD's members are responsible for service provision to the majority of older adults and people with disabilities receiving long term services and supports through Medicaid in the state.

O4AD is committed to supporting the work of our Association members in advocating for older adults and persons with disabilities through a lens of equity and justice. We acknowledge the devastating role of systemic inequity and social injustice, and the disparities that have resulted, which are contrary to the promotion of dignity, independence, and choice of those most impacted within our communities. We are committed to prioritizing inclusion, equity, diverse perspectives, and the social supports that are required to create and build upon positive systemic change.

It is from this position that we speak to the needs of consumers, and advocate for programs, services, funding and strategies in Oregon that will create a state where long-term living is a priority.

**FLSA Status:** Full Time – 40 hours. This position is Exempt, and not eligible for overtime

**Salary Range:** \$94,000.00-\$110,000.00 annually, commensurate with skills & experience

**Job Purpose:** The Executive Director role ensures that the organization achieves its mission by taking responsibility for planning, developing, and overseeing all administrative functions of the Association.

**Note:** Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position.

## Job Description



### Essential Functions

#### 1. Organization Operations

- Develop and implement strategic plans that meet business goals and objectives created in partnership with the Board of Directors.
- Ensure commitment to and compliance with all applicable laws and regulations across the Association.
- Establish credibility throughout the Association and with the Board as an effective developer of solutions to business challenges.
- Provide leadership and management to ensure that the mission and core values of the Association are put into practice.
- Create and maintain a work environment that is respectful, facilitate the development of teams, and is a professional model of leadership for the community and the Association.
- Promote communication, coordination and connections among Association member organizations.
  - i. Promote and facilitate best practices among member agencies
  - ii. Facilitate strategic collaboration among agencies
  - iii. Facilitate shared services among agencies
- Plan, participate in, and implement the strategic planning for the Association annually.
- Develop and implement processes and systems to monitor, measure, and report on progress towards accomplishing the Association's strategic plan.
- Maintain Association's official records and documents, and ensure compliance with federal, state and local regulations.
- Coordinate with the Association lobbyist to establish sound working relationships and cooperative arrangements with state partners, Association members and other stakeholders.
- Supervise and ensure effective planning and coordination of partnership meetings, conferences, and trainings as required by contracts and by the Board of Directors.
- Oversee and manage the Political Action Committee of the Association including reporting, marketing, and outreach.
- Oversee all functions required to manage the McComas Trust Staffing Committee and monthly distributions.

#### 2. Financial Responsibilities

- Responsible for developing, maintaining and implementing sound financial practices.



## Job Description

- Work with the Association Treasurer in preparing, tracking and reporting the Association Annual Operating Budget.
- Provide timely financial reports to the Board.
- Ensure all legal and necessary financial reports and filings of the Association are completed.
- Complete all administrative functions for O4AD, including ongoing financial operations and office management.

### 3. Board Relations

- Ensure that the Board of Directors receives timely communications regarding contract performance and compliance issue information and other information of general interest and usefulness to the membership.
- Review and update the Board quarterly on progress toward completion of special assignments.

### 4. **Oregon Wellness Network (OWN):** OWN is a division of O4AD and serves as a network hub for the 17 Area Agencies on Aging (AAAs) in Oregon. Own was developed to help the individual AAAs create a value proposition for services they provide.

- The Executive Director will provide leadership and oversight for OWN in finding creative solutions to bridge the gap between medical care and social support systems for consumers in Oregon.

### Other Job Duties:

1. Oversee Association website functionality and content.
2. Write, manage and monitor complex contracts and grants, provide additional research and consultation as directed.
3. Provide support as needed to local AAAs.
4. Business planning and enterprise development.
5. Other duties as assigned.

### Qualifications / Knowledge, Skills, Abilities:

1. Bachelor's degree in specialized field and four years progressively responsible experience, including supervisory experience, *or any combination of education and experience* that provides the applicant with the desired skills, knowledge, and ability required to perform the job.



## Job Description

2. Knowledgeable about AAAs in the state, including their legal structure, funding sources, service mix, target population, or the ability to obtain such knowledge necessary to perform the necessary functions of the role.
3. Ability to work effectively with and be responsive to all AAA Directors.
4. Knowledge of legislative process at the federal, state and local level(s).
5. Ability to analyze and evaluate operations and develop and implement corrective actions. Exhibits resourcefulness and innovation.
6. Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
7. Ability to establish and maintain effective working relationships with other agencies and governments, and the general public with a demonstrated ability to work with diverse influential audiences, such as local and regional elected and appointed officials, peers, and professional staff.
8. Skills including strategic planning, operational management, ability to navigate statewide interests, and management of external relations.
9. Commitment to working effectively with consumers, community members, and colleagues from diverse backgrounds, in support of an inclusive and respectful environment; demonstrates sensitivity to the issues associated with low income, disability, diversity, equity, and aging; ability to communicate effectively with participants, volunteers, and community members to promote their participation or resolve their concerns with professionalism and respect.

### Supervisory Responsibility

The Executive Director is accountable to manage the contract of a lobbyist and the associated work required under that contract. Executive Director may be expected to occasionally exercise supervision over administrative support staff, volunteers, and students. Supervisory responsibilities include: interviewing, hiring and training new employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### Work Environment

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Location of main worksite is flexible and open to negotiation. Travel to various meetings and trainings is required, most frequently to the Salem area.

### Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear, with reasonable accommodations. This is largely a sedentary role; however, some manual office work is required. This would require the ability to lift files and open filing cabinets.

### Other Requirements



## **Job Description**

Must be able to obtain a Valid Oregon Driver's license or have the ability to travel to meet the needs of the positions.

Successful completion of a criminal history and driving record check.