

YHAA EXECUTIVE DIRECTOR POSITION DESCRIPTION

Brief Description:

Under general direction of the Yolo Healthy Aging Alliance (YHAA) Board of Directors, and reporting to the board chair, the executive director provides overall policy and program direction, management and administration of the Yolo Healthy Aging Alliance including recruitment, hiring, training, and supervising Healthy Aging Alliance staff; acts as liaison with key local stakeholders, including older adults and their caregivers, elected officials, administrators of county programs, and private and public entities that serve older adults and persons with disabilities in Yolo County; provides staff support to the Yolo Healthy Aging Alliance Board of Directors; represents the Yolo Healthy Aging Alliance at the local, state and national level regarding issues that address the development of an integrated, person-centered system of long term services and supports that enhance the ability of individuals to receive services (of their choice); and is responsible for compliance with all relevant County, State and Federal laws, regulations and agreements.

Responsibilities

Leadership & Management:

- Recruit, develop, maintain, advise, and support a strong Board of Directors; serve as ex-officio member of each committee; seek and build board involvement with strategic direction for Yolo Healthy Aging Alliance activities at the local, state and national levels.
- Attend Board meetings and provides support to the Board of Directors.
- Advise Board of Directors on policies set by the Board of Directors.
- Develop and implement operational plans, policies, and strategies to achieve program objectives and priorities established by the Board of Directors.
- Direct and oversee the planning process for development and implementation of short and long-term strategic plans.
- Ensure programmatic experience, rigorous program evaluation and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize Yolo Healthy Aging Alliance volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Build and maintain an organizational culture which appreciates and reflects the broad geographic, racial, and cultural diversity of the Yolo County community.
- Recognizes and promotes a culture of diversity and equity that attracts, retains, and motivates a diverse board, paid staff and volunteers committed to the Yolo Healthy Aging Alliance mission.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other organizations and community supporters.

- Identify and recruit organizations and individuals that share the Yolo Healthy Aging Alliance mission and goals to participate in and complement the work of Yolo Healthy Aging Alliance.
- Represent the Yolo Healthy Aging Alliance with other boards, committees, government and community agencies, departments, officials, and the public.
- Analyze new or proposed Local, State and Federal legislation and evaluate and report on the impact on program operations.
- Prepare agenda packets for board.

Finances & Fundraising

- Consistent with the mission of the organization and policies and direction of the Board of Directors, identifies and brings additional resources to the organization including fundraising and grant writing.
- Utilize external presence and relationships to garner new funding and partnership opportunities that foster the long-term sustainability of the organization and further the strategic goals of Yolo Healthy Aging Alliance.
- Determine funding needs and develops short and long-term range budget plans that reflect program needs.
- Ensure accurate and complete financial and accounting records of the organization.
- Ensure that financial controls are met and works with the Board of Directors in preparation of the annual budget.
- Participates in budget preparation and effectively monitors non-profit corporate compliance with all applicable rules and regulations.
- Oversees contract development and signs contracts on behalf of the Yolo Healthy Aging Alliance.
- Attends local, regional, and statewide meetings and conferences as required by funders.
- Oversees implementation of grant funded activities in accordance with terms of grants.
- Prepares and submits required reports to all grant funders.
- Participates in conference calls, conferences and other meetings as required by funders.

Communications:

- Act as the spokesperson and public face of Yolo Healthy Aging Alliance.
- Provide timely, accurate and succinct communication to the Board of Directors, committees, and the public.
- Responsible for the development and evaluation of a multifaceted communication and marketing plan, including a social media presence with the goal of creating a stronger brand.
- Utilize multiple forms of communication in order to reach the organization's target audiences.
- Deepen effectiveness of all aspects of communications, from web presence to external relations with the goal of creating a stronger brand.
- Schedule periodic public meetings and educational events related to topics of interest identified by the Board of Directors.

Administration and Human Resources:

- Administer, plan, organize and direct comprehensive programs, and administrative service operations.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations, including Health Information Privacy and Protection Act requirements.
- Ensure adherence of the organization's daily activities and long-term plans to established policies and legal guidelines.
- Develop and utilize all available resources, maintain effective and cost-efficient operational processes.
- Analyze and evaluate complex program and administrative problems and recommend effective courses of action.
- Recruit, lead, coach, develop and retain a high performing Yolo Healthy Aging Alliance team of paid professionals and volunteer staff.
- Devise remedial actions for any identified issues and conduct crisis management when necessary.
- Other duties as required.

Minimum Qualifications:

Education: Equivalent to graduation from an accredited four-year college or university. Graduate education is preferred. Education in gerontology, geriatric social work, nursing or public health preferred.

Experience: Three (3) years of paid related work experience. At least one (1) year of experience in a management or supervisory position. At least one (1) year experience working with older adults.

License: Must possess and maintain a valid Class C California Driver's license or able to arrange for personal transportation from one location to another during and as part of carrying out duties and responsibilities of this position. Provides annual proof of auto insurance for any private vehicle used while carrying out duties of this position.

Knowledge, and Abilities:**Knowledge of:**

- In-Home Support Services (IHSS) system in California, and Public Authority and IHSS laws, regulations, and sources of funding such as the federal Older Americans Act.
- Medicare and Medi-Cal eligibility and coverage.
- Older adult and equity issues that impact the aging population in health care, housing, economic security, and access to justice systems arising from inequities based on age, race, gender, disability, gender identity and/or preference, immigration status and limited English proficiency.

- Demographics of Yolo County including data reflecting the geographical, population, racial and cultural diversity of Yolo County.
- The theory, principles and practices of non-profit, corporate, and governmental financial administration, budgeting, contracts administration, program management and accounting.
- The principles, practices and techniques of personnel administration, affirmative action, labor relations, counseling, supervision, and training.
- The principles, methods, and procedures of community organization, consultation, and public relations.
- Legislative processes at the federal, state, county and municipality level and effective advocacy techniques.
- Local, national, and state long-term services and supports and their funding mechanisms.

Skills:

- Management data processing applications and computer technology.
- Software
- Fundraising
- Communication

Ability to:

- Value diversity and help create an organizational culture that appreciates and respects differences.
- Maintain a positive attitude that encourages participation and enthusiasm.
- Respect people's viewpoints and skills, good listening skills and communication skills, willingness to compromise and collaborate.
- Forge and maintain relations of trust with the board, staff, clients, funders, community partners and external authorities.
- Display integrity, self-confidence, persuasiveness, decisiveness, and creativity.