



CALIFORNIA COLLABORATIVE FOR LONG TERM SERVICES AND SUPPORTS

Executive Director Position Description

October 2021

CLASSIFICATION: Part-Time to Full-Time (Exempt)

REPORTS TO: Board of Directors

The Executive Director of the California Collaborative for Long Term Services and Supports (CCLTSS) reports to the Board of Directors and is responsible for the overall management of the organization's activities, manages relationships with foundations and other funders and engages with regional coalitions, statewide organizations and the general public. The Executive Director works closely with the Board of Directors to move the organization toward an independent, self-sustaining organization that provides member value. The Executive Director works with the Board to set the short and long-term priorities for the CCLTSS. The Executive Director is charged with listening to all facets of the diverse CCLTSS membership and build consensus to ensure all ultimately benefit from decisions.

The Executive Director must:

- Maintain leadership in state discussions on aging and disability issues through proactive education of the membership and developing strong relationships with state agencies, the California Legislature and stakeholders based on trust and professional competence.
- Build strong working relationships with CCLTSS members, aging and disability organizations, to keep CCLTSS on the forefront of anticipating policy trends and changes and create a forum for discussion of critical public policy issues open to all members.
- Foster an environment where members effectively collaborate and all the voices of this diverse membership group, small and large, are heard.
- Communicate effectively and ensure members are well served, appreciate the value of, and remain active in the CCLTSS. Promote the value of the CCLTSS to members and potential members.

REQUIRED COMPETENCIES:

- Leadership – A leader style that is confident and diplomatic with a natural ability to engage and motivate others.
- Collaboration – An ability to effectively engage with internal and external stakeholders on a wide variety of issues.
- Management – A hands-on manager with the ability to manage their time through superior planning skills.
- Communication skills – A communicator that can connect with and influence a wide variety of audiences
- Fundraising – An ability to successfully secure additional funding through grants, sponsorships, etc.
- Administrative – An ability to act as a “one person shop” setting up all meetings, agendas, webinars and other administrative tasks.

ESSENTIAL DUTIES:*

1. Leads the organizational growth effort, which includes fundraising, maximizing dues revenue, and providing strong fiscal management.
2. Possesses strong technical skills with the ability to work independently with standard office software applications, such as QuickBooks, Zoom, MS Office, Adobe Creative Suite, as well as email distribution and mailing list management.
3. With the Board of Directors, develops the strategic plan for the organization and long-term program plans.
4. Leads the implementation of long-term plans and programs, as approved by the Board.
5. Manages the organization's financial assets in a manner which ensures the viability of the CCLTSS in compliance with laws and regulations, and consistent with the values of the organization.
6. Serves as primary staff for the Board of Directors and Executive Committee to ensure that they are informed and involved in decisions as appropriate or requested.
7. Maintains working relationships with related organizations, agencies, and affiliates to promote the organization's interests.
8. Promotes the organization's vision, goals, policies and positions to all publics.
9. Maintains a personal awareness of the diverse needs of the organization's membership.
10. Actively promotes and supports the organization's commitment to diversity, member Board education and leadership development.

PREFERRED EDUCATION AND EXPERIENCE:

- Advanced training or specialized education (or equivalent experience) in public policy, public administration, health or social services.
- 4-5 years of progressively responsible leadership and collaboration experience in aging and disability, health care, policy or association management. Prior experience leading an organization preferred.
- Experience working in California's political environment preferred.
- Comfortable working in a very diverse environment.
- Prior experience working with a board of directors.
- Experience working in a not-for-profit setting.
- Must embrace diversity, equity and inclusion.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position typically functions indoors in an office environment.
- The noise level in the work environment is light to moderate, associated with business office equipment.
- Some travel may be required. Sacramento-based (can work remotely on a temporary basis)

Licenses and Certificates

- Must possess a valid California Driver License and insurance is required.
- Must be willing to travel locally and out of town.
- Completion of a successful background check will be required.

PHYSICAL REQUIREMENTS:

The physical requirements include activities commonly associated with office environments, including sitting, light lifting, among others. Reasonable accommodations will be made to enable individuals with disabilities to perform these functions.

COMPENSATION: Flexible and scalable upon organization's success

** These statements are intended to describe the general nature and level of work being performed by employees in this position and are not to be construed as an exhaustive list. In addition, they do not establish an employment contract, as employment with CCLTSS is always at will.*

To Apply:

Send resume and cover letter to Eric Dowdy, Board President, CCLTSS at edowdy@leadingageca.org. Please include "CCLTSS Executive Director" in the subject line.