



Executive Director – Job Description

Reporting to the Board of Directors, the Executive Director shall have broad overall authority to manage and administer the Alliance's affairs within the established bylaws and policies. The Executive Director manages daily operations and works collaboratively with the Alliance membership to promote home care and hospice, achieve organizational goals and serve as the voice of home care and hospice in Maine. The Executive Director ensures open and timely communications with the Board and/or its officers, attends all board meetings and provides timely updates of the Alliance's activities and programs.

Within the parameters of the corporate bylaws and the policies established by the Board of Directors, the Executive Director shall:

- Direct the organization and operation of the Alliance office
- Manage Alliance finances, working with Treasurer in the preparation of monthly financial reports
- Oversee annual year-end review and filing of Form 990
- Plan and prepare for meetings, including support of chairpersons
- Serve as a liaison to all Alliance committees
- Direct ongoing membership recruitment and retention outreach
- Develop and execute education and special event activities
- Manage communications activities through newsletters, press releases, annual reports, website content, Facebook, etc.
- Represent the Alliance and industry on advisory boards, committees, etc., as assigned
- Coordinate state and federal advocacy efforts
- Monitor federal legislative and regulatory activities, maintain Congressional Bills of Interest report
- Serve as liaison with Congressional Delegates and staff
- Build strong partnerships with other health care stakeholders, identify opportunities for collaboration
- Engage with the National Association for Home Care & Hospice Forum of States, Council of States and other national platforms with interests in education and advocacy for the home care and hospice industry
- Partner with New England state associations to develop annual leadership symposium and New England conference and trade show
- Represent the Alliance and its goals before other professional organizations and external groups
- Serve the membership as a resource and clearinghouse for home care and hospice information
- Triage media inquiries
- Promote the Alliance's image and mission
- Work with Board of Directors to develop Alliance goals and objectives
- Exercise good judgement and perform other related duties as required

Qualifications and Skills:

Bachelor's degree in related field or an equivalent combination of education and experience with a minimum of 10 years of progressively responsible nonprofit management experience. Experience in government relations and public policy preferred.

Personal Attributes

Ethical, honest, trustworthy, and enthusiastic