

## LeadingAge Tennessee Executive Director Position

LeadingAge Tennessee (LATN), the statewide association for mission-driven senior care organizations in Tennessee, is seeking a dynamic leader for the position of Executive Director. LATN provides advocacy, education, and networking to the full continuum of long-term care support services in the state.

The Executive Director is a salaried employee of the association and responsible to the Board of Directors. He or She is the Association's primary executive officer and ambassador of our mission of *Expanding the Voice of Aging in Senior Services* and the brand promise to *Inspire, Serve, and Advocate*. In partnership with LATN Board of Directors, The Executive Director is responsible for strategic leadership, operational management, and advocacy on behalf of the Association, its members and the seniors they serve. He or she should have a genuine passion for LATN's mission, vision, and the skill to lead the organization. He or she must also be reliable, able to take the initiative, and be a self-starter.

In-state travel is required to visit and support members, attend various member and state meetings, and for advocating. Out-of-state travel is required to attend LeadingAge National events approximately 4 times per year.

Send letters of interest and resumes to [info@LeadingAgeTN.org](mailto:info@LeadingAgeTN.org)

### Association Management

- Oversees all LATN operations to include finance, (A/P, A/R, budget), education, potential grants, and staff; ensures that such operations are developed and implemented efficiently and effectively
- Function as a good steward of Association resources
- Enacts the strategic plan within budgetary constraints
- Keeps records/files of the association business
- Handles correspondence for the association
- Assist in the development of an agenda for membership and board meetings
- Serves as a non-voting member of the Board and Ex Officio member of the Executive Committee
- Works with the Board/Board Chair to support and advance effective governance policies and procedures
- Responsible for planning and managing the annual meeting, annual business meeting, quarterly board of directors' meetings, and coordination of the educational programs to provide quality training to meet the needs of members
- Through the LeadingAge national office, they provide members connections for access to the combined efforts of affiliates across the country, in order to raise the quality of service for seniors, advance research and innovation, and support education opportunities.
- Responsible for working with and managing the partnership with LeadingAge State Partner Services in their role of administrative support, website and learning management maintenance

### Public Policy and Advocacy

- Develops and maintains proactive and collaborative relationships with state legislators, regulators and other key public officials and agencies
- Builds legislative, regulatory, grassroots, and stakeholder support for LATN positions, along with providing general, as well as specific direction in lobbying functions
- Maintains liaison with governmental agencies that regulate members and focus on advocacy as it relates to members and our mission
- Shares emerging policy-related trends, as well as anticipating issues that may impact LATN members
- Ensures effective public policy and advocacy on behalf of LATN members

## **Membership**

- Establish and maintain ongoing relationships with members and business partners
- Provides leadership to achieve measurable growth in provider members and business partners, non-dues revenue, in-person member and recruitment visits and overall member satisfaction
- Evaluates and recommends new programs to achieve LATN growth
- Develops and implements an ongoing member engagement plan to sustain and enhance member engagement
- Initiates programs and provides the necessary leadership
- Assures membership satisfaction with education, events, and award programs
- Focus on the balance between all member types

## **Communication**

- Serves as the internal and external primary spokesperson and representative of LATN
- Respond to calls from current and potential members and partners and answer all incoming calls
- Excellent customer service, computer, and communication skills
- Raises the visibility and credibility of LATN by disseminating timely, relevant and reliable information through varied media (e.g., emails, newsletters, social media posts, etc.)
- Participates in Board, LeadingAge, governmental, member, consumer, community, etc. meetings, advocating for the Association's priorities
- Market and assist with educational events, annual meetings, and networking events
- Positive, flexible attitude and able to adjust to new challenges
- Perform other duties of the Association as assigned

## **LeadingAge National Association**

- Maintains a collaborative and effective working relationship with LeadingAge National and adheres to the guidelines set forth in the Alignment Agreement
- Attend LeadingAge conferences, State Executive and Leadership Forums to keep apprised of national policy, trends within the field, and Association best practices as well as to network and potentially collaborate with state association peers

## **Education & Experience**

- At least five years of senior leadership experience and knowledge of the senior living and health care services professions
- Not-for-profit, health care and/or association experience in a senior leadership capacity
- Bachelor's degree required; an advanced degree in a related field is favorable, but not required
- Excellent skills in communications, public speaking, and writing
- Demonstrated achievement in advocacy with elected officials and governmental leaders is favorable
- Organizational, staff, and financial management experience
- Effective leadership and governance interactions with a Board of Directors
- Excellent project management and analytical skills

## ADA Specifications

- Requires ability to sit at a workstation and use computer (monitor, keyboard, mouse, typing) to perform duties for extended periods of time.
- Must be able to hear and speak clearly through telephone and in-person
- Ability to travel to member communities; some regional and national travel is also required

## About LeadingAge Tennessee

LeadingAge Tennessee represents not-for-profit and mission driven for-profit nursing homes, assisted living residences, residential health care centers, independent senior housing, and continuing care retirement communities throughout the entire state of Tennessee. LeadingAge Tennessee serves over 50 member communities, many of which are supported through religious, fraternal and governmental sponsorship. In support of its mission, LeadingAge Tennessee encourages collaboration with businesses, communities, state and local government, and other public and private entities also committed to enhancing quality of life for the senior citizens of Tennessee. LeadingAge Tennessee is a state affiliate of LeadingAge National.

Equal Employment Opportunity is our commitment and goal. All qualified candidates **will** receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other protected status designated by federal, state or local law.

