

*Christian
Concern
Communities*



Executive Director Job Description

Objective:

To ensure effective implementation and oversight of the management company and the 7 projects that we manage. To cultivate and maintain professional and respectful relationships with staff, residents, families, service providers, government agencies and others to meet resident and organizational needs. To serve with the highest level of integrity, compassion, care and skill.

Organizational Relationships:

This position reports directly to the Board of Directors. Mutually respectful and collaborative relationships will be maintained during employment with Christian Concern Communities.

General Statement of Duties:

This is a skilled, supervisory, exempt position. This position performs the duties of a Chief Executive Officer (CEO). Conducts and participates in regular meetings of the Boards of Directors and is responsible for staff and program supervision.

Qualifications: Education: Bachelor's Degree in Business, Social Services, Health Care Administration or related field preferred and/or equivalent experience.

Essential Duties:

A) CEO of Management Corp.

- Provide Board with information on housing, the aging industry, government programs and issues of importance in decision making.
- Report operating results and problems, present and future, with alternative plans of action and with staff recommendations.
- Advise the board on operational policies and structures
- Execute Board policies and procedures
- Staff recruitment, development, supervision and evaluation
- Seek new management contracts, project development and consulting opportunities.
- Attend Quarterly Board meetings
- Review and approve financial statements for Boards and auditors

B) Director of Managed Facilities

- Implement Owner Board policies and actions
- Make monthly visit to each site
- Recruit, develop, supervise and evaluate facility staff
- Prepare (oversee preparation) of financial documents, records, budgets, reports, management contracts and statistical analysis for Owner Board and government agencies
- Control of banking, expenditures and investments
- Maintain contracts, agreements, and services.
- Register and perform duties of Government web site administrator
- Oversee resident relations and lease violations
- Run criminal and credit screenings as needed

C) Promotion of Services to the Aging

- Represent Christian Concern Communities in professional organizations: CHHSM, PENNDEL AHMA, Leading Age PA.
- Maintain liaison with community support agencies
- Explore and advise on project development and fund raising opportunities

D) General

- Conducts oneself in a professional manner at all times, respecting professional and personal boundaries of residents, staff, families, government personnel and others.
- Prepares and maintains accurate and concise reports as required.
- Consistently meet paperwork and project deadlines as required.
- Ensures confidentiality of all resident and staff information as directed.
- Participates in a minimum of 24hrs. of related training annually.
- Prepares a monthly article for publication in the on-site newsletters
- Fill in and/or assist when other staff members are absent or positions vacant

Required knowledge, skills and abilities:

A necessary requirement is a demonstrated knowledge of Christian Concern's mission, evidenced in the behaviors and practices of one in this position. The ability to influence positive change, promote team building and ensure accountability.

Critical to this position is the ability to demonstrate the following:

- Integrity,
- emotional stability,
- respect that is reflected in any and all behavior including oral and written communications,
- diagnose or analyze problems and identify appropriate strategies for resolution,
- excellent oral and written communication skills,
- to multi-task and consistently meet deadlines,
- excellent organizational and time management skills,
- work independently,
- maintain and respect confidentiality.

Demonstrated ability to represent Christian Concern Communities in a professional manner. Must comply with all Christian Concern policies, any governing state and local regulatory systems including HUD and Rural Development and Fair Housing. Must submit to and pass any pre-employment drug screening and drug screening requests at any time during employment. Must have a clean criminal record to maintain employment. Must be fully vaccinated against COVID-19.

Interested parties should email cover letter and resume to Kathy@Christianconcernmgmt.org.