



Name:

Position: Executive Director

Reports To: Board of Directors

Pay Range: 7

Approval:

Date: November 18, 2014

The Association promotes the professional interests of Area Agencies on Aging, advances excellence in the development and provision of community based services for older adults, and advocates for the older Pennsylvanians through coordinated and collaborative efforts, including advocating for appropriate legislation, influencing policy development, and developing professional standards.

Summary:

The incumbent plans, develops and directs a comprehensive program of services in support of the 52 local Area Agencies on Aging in the Commonwealth of Pennsylvania. The work includes public policy and legislative review on behalf of the member agencies, negotiation and administration of grants and contracts, fiscal and budgetary management, strategic visioning/planning, business development and supervision of day-to-day operations and staff. Work also includes representing the interests of the member area agencies on aging and their consumers with Federal and state agencies and departments, the state legislature, the general public, and other organizations. Work is performed in accordance program objectives provided by the Association's Board of Directors, and state and federal rules and regulations, and the Association's internal policies and procedures.

Duties and Responsibilities:

1. Plans, develops, and directs programs and activities to promote the Association's mission and goals in representing the needs and interests of older adults, including strengthening and supporting the state network of Area Agencies on Aging.
2. Provides advice, guidance, and information to the Board of Directors to:
 - Assist in the development of policies, position statements, and program objectives for the Association, member agencies, and older consumers;
 - Provide reports on operations and fiscal status;
 - Prepare agendas and meeting schedules
 - Participate in Board and committee meetings to provide information and obtain input regarding future activities;

- Conduct research and analyses on proposed legislation, and revisions to agency policies and procedures that potentially impact the Association's membership and consumers.
3. Supervises the day-to-day activities of the Association's staff, to include selection of new staff, establishment of performance standards, preparation of periodic appraisals, recommending compensation adjustments, providing training and assistance to staff members, taking action as needed to correct inappropriate behavior or deficient performance, and ensuring compliance with both state and federal fair employment laws and regulations.
 4. Prepares an annual budget for review and approval by the Board, monitors fiscal status throughout the year to assure compliance with budget projections, takes corrective action to control costs, and provides periodic reports to the Board on status of budgetary and fiscal operations.
 5. Monitors, analyses, and provides summaries of the potential impact of new legislation and/or proposed policies to the Association's members regarding possible effects on aging, long term care, nonprofit operations, senior consumers, etc.
 6. Develops position statements, letters, and media releases that promote the policy and legislative objectives and agenda of the membership.
 7. Testifies on behalf of the Association and its membership at legislative hearings and meetings to provide information and/or support for legislation or regulations that benefit the Association's membership and/or older consumers.
 8. Meets with legislators and legislative staff members to build constructive relationships, to acquaint them with P4A and its goals and scope of operations, and to seek the introduction and passage of legislation in support of P4A's goals and objectives.
 9. Oversees and directs the activities the Association's legislative advocate.
 10. Represents the Association in meetings and discussions with the Departments of Aging and Public Welfare and other state and federal agencies and organizations regarding programs provided by the Association and its members, and funding needed to support these operations.
 11. Negotiates and administers grants and contracts awarded to the Association and its membership for specialized services.
 12. Oversees and monitors the performance of consultants, takes corrective action as needed, and reports to the Board of Directors on the status of contracted services.
 13. Coordinates statewide public relations activities, including a monthly newsletter to keep the membership informed of the current status of Association activities, legislative initiatives, funding issues and programs. Serves as the point of contact for communication and information regarding the programs and activities of the Association and its membership.
 14. Maintains contact with ancillary public and private organizations to coordinate services for older citizens, develop and promote common goals and objectives, foster the exchange of ideas and methodologies, and develop consensus toward the accomplishment of shared goals.
 15. Works closely with federal and state oversight agencies to assure adequate and appropriate guidance to member agencies, the timely input and required accountability, and to promote the integration and coordination of services to benefit older consumers.

16. Leads the development of strategic visioning/planning for investing in the future of the Association.
17. Leads the development and implementation of a business model that will allow for the proactive pursuit of business and funding opportunities.
18. Oversees and directs the development of forums to facilitate the exchange of ideas or to resolve problems within the organization. Examples typically include but are not limited to areas such as programs and services, administration, funding, personnel management and Board development.
19. Oversees and directs the assessment of members training and staff development needs, and plans and arranges for the provision of training to members and their staff.
20. Oversees the care, maintenance, and management of the Association's physical facilities, property and equipment, and arranges for the renovation of office space to meet the Association's ongoing operational needs.
21. Prepares correspondence on behalf of the Association and the Board.
20. Performs related work as required or directed by the Association's Board of Directors.

Knowledges, Skills and Abilities:

- ❑ Knowledge of laws regulating non-profit corporations and boards of directors.
- ❑ Knowledge of federal and state rules, regulations, and laws relating to the operation and administration of programs providing services to older adults.
- ❑ Knowledge of federal and state grant programs relating to older adults, and their attendant guidelines, record keeping, reporting practices, and procedures.
- ❑ Knowledge of legislative practices.
- ❑ Knowledge of fundraising methods and resource mobilization techniques.
- ❑ Knowledge of supervisory principles and practices.
- ❑ Skill in communicating with staff, visitors, government officials, the media, and the general public.
- ❑ Skill in managing and completing multiple priorities and projects.
- ❑ Skill in establishing and maintaining effective working relationships with staff, visitors, government officials, the media, and the general public.
- ❑ Ability to plan, organize, develop, implement and interpret programs, goals, objectives, policies, and procedures to further the goals and objectives of the Association.
- ❑ Ability to read and interpret financial records and reports.
- ❑ Ability to relate to and work with legislators and other organizations to further the causes of the Association.
- ❑ Ability to operate a computer and to use applicable software products.
- ❑ Ability to perform the physical requirements necessary to function effectively in an office setting.

Qualifications:

A Master's Degree in Business Administration, Social/Behavioral Sciences or a closely related field; and five years of professional administrative experience, including two years in supervision, policy and legislative initiatives, budget management, grant writing and planning program implementation; or any equivalent combination of experience and training.

Essential Functions:

- ❑ Plans, develops, and directs programs and activities to promote the Association's mission and goals in representing the needs and interests of older adults, including strengthening and supporting the state network of Area Agencies on Aging.
- ❑ Provides advice, guidance, and information to the Board of Directors to:
 - Assist in the development of policies, position statements, and program objectives for the Association, member agencies, and older consumers;
 - Provide reports on operations and fiscal status;
 - Prepare agendas and meeting schedules
 - Participate in Board and committee meetings to provide information and obtain input regarding future activities;
 - Conduct research and analyses on proposed legislation, and revisions to agency policies and procedures that potentially impact the Association's membership and consumers.
- ❑ Supervises the day-to-day activities of the Association's staff, to include selection of new staff, establishment of performance standards, preparation of periodic appraisals, recommending compensation adjustments, providing training and assistance to staff members, taking action as needed to correct inappropriate behavior or deficient performance, and ensuring compliance with both state and federal fair employment laws and regulations.
- ❑ Prepares an annual budget for review and approval by the Board, monitors fiscal status throughout the year to assure compliance with budget projections, takes corrective action to control costs, and provides periodic reports to the Board on status of budgetary and fiscal operations.
- ❑ Monitors, analyses, and provides summaries of the potential impact of new legislation and/or proposed policies to the Association's members regarding possible effects on aging, long term care, nonprofit operations, senior consumers, etc.
- ❑ Develops position statements, letters, and media releases that promote the policy and legislative objectives and agenda of the membership.
- ❑ Testifies on behalf of the Association and its membership at legislative hearings and meetings to provide information and/or support for legislation or regulations that benefit the Association's membership and/or older consumers.
- ❑ Meets with legislators and legislative staff members to build constructive relationships, to acquaint them with P4A and its goals and scope of operations, and to seek the introduction and passage of legislation in support of P4A's goals and objectives.
- ❑ Oversees and directs the activities the Association's legislative advocate.
- ❑ Represents the Association in meetings and discussions with the Departments of Aging and Public Welfare and other state and federal agencies and organizations regarding

programs provided by the Association and its members, and funding needed to support these operations.

- ❑ Negotiates and administers grants and contracts awarded to the Association and its membership for specialized services.
- ❑ Coordinates statewide public relations activities, including a monthly newsletter to keep the membership informed of the current status of Association activities, legislative initiatives, funding issues and programs. Serves as the point of contact for communication and information regarding the programs and activities of the Association and its membership.
- ❑ Maintains contact with ancillary public and private organizations to coordinate services for older citizens, develop and promote common goals and objectives, foster the exchange of ideas and methodologies, and develop consensus toward the accomplishment of shared goals.
- ❑ Works closely with federal and state oversight agencies to assure adequate and appropriate guidance to member agencies, the timely input and required accountability, and to promote the integration and coordination of services to benefit older consumers.
- ❑ Leads the development of strategic visioning/planning for investing in the future of the Association.
- ❑ Leads the development and implementation of a business model that will allow for the proactive pursuit of business and funding opportunities.
- ❑ Oversees and directs the development of forums to facilitate the exchange of ideas or to resolve problems within the organization. Examples typically include but are not limited to areas such as programs and services, administration, funding, personnel management and Board development.

Signature _____

Date _____

Printed Name

Signature of Board President

Date _____