

Job Description

Executive Director, Long-Term Quality Alliance Executive Director, National MLTSS Health Plan Association

Job Description

The Executive Director is the chief executive officer of two organizations: the Long-Term Quality Alliance and the National MLTSS Health Plan Association.

The Executive Director – in the case of each of the organizations -- is hired by and is accountable to the each Board of Directors, and is responsible for achieving the purposes of the each organization as reflected in that organization's mission and vision statements, its strategic plan, and the directives of the Board.

The Executive Director achieves the strategic goals and objectives of each organization by:

- Ensuring each entity has sufficient resources from diverse sources,
- Skillfully managing those resources to meet the needs of the organization and the expectations of its funders,
- Successfully managing its staff and consultants to deliver exceptional and timely product,
- Recruiting and serving Alliance membership, and
- Representing the organization in public engagements.

The Executive Director is an inspirational leader able to articulate a vision of affordable, high-value, integrated LTSS, and the role that both organizations can play in driving change. The ED commits to aggressively pursuing funding and partnership opportunities for both organizations that will build their capacity to succeed in their respective missions. The ED is adept at bringing together diverse LTSS stakeholder organizations, appreciating their distinct points of view, motivating them to collaborate, engaging them in ongoing work of both organizations, and providing value through each organization to its members.

Major Responsibilities

The Executive Director is ultimately responsible to the Board of Directors of each of the two organizations for all aspects of the organization.

Major Responsibilities are:

- Building and strengthening the organization by recruiting, engaging and satisfying members. Demonstrating value to increase those in our constituencies committed to LTQA/MLTSS Association.

- Convening and bringing together diverse stakeholders who are involved in paying, providing, receiving, shaping policy or advocating for LTSS and fostering a high degree of collaboration and alignment.
- Executing the strategy to bring about needed change, creating the compelling voice and attaining greater visibility and influence in policy and payment decisions/directions.
- Establishing a respected repertoire of meaningful research and innovative projects and disseminating them to ensure implementation of learnings and best practices. This includes having stature and respect in the LTSS field and being able to assemble a high-caliber team to carry out the research and projects.
- Maintaining strong relationships with foundations and sponsors critical to obtaining funding for the organizations. Successfully pursuing, obtaining, and managing foundation grants, and obtaining contributions, sponsorships, and other forms of financing, and developing new funding approaches in order to assemble the needed resources and ensure financial stability.
- Forging policy positions through a consensus process and being able to articulate them appropriately in a multitude of arenas.

Qualifications and Competencies

An applicant for the Executive Director position should be someone who believes in LTSS and the population it serves and is looking for an opportunity to take a small and relatively new organization with strong membership and Board and increase its prominence and influence in the LTSS community.

In addition to a belief in and commitment to the vision and mission of the organization, a successful applicant should have a combination of several of the following qualities:

- Proven ability in fundraising.
- An advanced degree in an LTSS-related field;
- Stature and recognition in the LTSS field;
- Ability to bring diverse viewpoints together;
- Experience in providing, managing, or researching long-term services and supports (LTSS);
- Experience with management of a non-profit or for-profit organization or governmental agency;
- Effectiveness as a manager and team leader and open communicator;
- Leadership skills, including integrity, strategic ability, business acumen, political savvy and experience; and
- High-level communication skills and experience with public speaking.

Compensation

Salary and benefits are commensurate with qualifications and experience. As the organization grows and prospers, compensation will be adjusted to reflect the risk taken and the contribution the individual has made to the organization's success.

Contact

To apply, please send a cover letter and resume to Jordan Davis (jdavis@ltqa.org). For more information, see our websites: www.ltqa.org and www.mltss.org.