

# **JOB ANNOUNCEMENT**

Chief Executive Officer of the Washington Health Care Association

## **About the Washington Health Care Association**

The Washington Health Care Association (WHCA) is a statewide non-profit 501(c)(3) association representing licensed boarding homes, skilled nursing facilities and related business professionals. The WHCA was established to elevate the standards and delivery of long-term care services to the aging and frail citizens residing in Washington long-term care facilities. Over 400 nursing homes and assisted living providers enjoy membership in the association.

WHCA's primary purpose is to present a unified and powerful voice before the state Legislature and with state administrative agencies. Organization members have a significant stake in the state budget with a biennial appropriation exceeding \$1 billion dollars. In addition to advocacy efforts, the Washington Health Care Association provides assistance to members in a number of areas, including advocacy and political action, legal and regulatory consultation, staff development and training opportunities, and a number of other benefits developed specifically to meet the needs of our member providers.

WHCA operates in Olympia, Washington with a staff of 8 and a current annual operating budget of \$3 million. Information on WHCA can be found at [www.whca.org](http://www.whca.org).

## **Position Summary**

The WHCA CEO is the chief spokesperson for the majority of facility-based long-term care providers in Washington. As such, the incumbent will be responsible for implementation of policies set by the Board of Directors, and will be charged to work with association members, committees and the Board to establish and implement organizational goals and objectives. The CEO provides direct supervision for the financial, program, and administrative management of the association, and reports directly to the WHCA Board Chair.

## **Detailed Description of Essential Functions**

- Develop, plan, and implement goals, objectives, and new programs.
- Evaluate effectiveness in accomplishing organizational goals.
- Ensure the financial health and growth of the organization.
- Serve as spokesperson and advocate at events, meetings, and development activities representing WHCA before various constituencies.
- Manage marketing and public relations efforts to raise the profile of WHCA with the general public, the Washington State Legislature, and with other constituencies.
- Ensure that the Board is current and well-informed about the organization's programs, finances, fundraising and public relations endeavors.

- Have the authority to engage in fiscal transactions as the official agent of the Association. The Chief Executive Officer shall, at all times, work closely with the Board Executive Committee to provide timely information to the Board on WHCA's financial status.
- Oversee association programs and contractual operations.
- Represent the WHCA on policy-making matters.
- Participate with the Board in developing organizational policy.
- Perform other relevant duties as assigned by the Board.

### **Minimum Qualifications**

- Demonstrated experience as a senior manager in a complex public or private organization governed by elected or appointed officials
- A minimum of five years experience working in an organization requiring a knowledge and skill in budget development, financial management, organizational leadership, human resource management and strategic planning and evaluation
- At least five years of experience working directly with elected or appointed officials in a non-partisan fashion on the development and implementation of public policy
- Demonstrated evidence of building and sustaining positive and collaborative relationships with elected or appointed officials, advocacy organizations and key individuals
- Skilled negotiator with a track record of successfully bringing diverse groups together over complex issues.

**Compensation** is based on experience, plus benefits.

### **Application Requirements and Deadline**

Prospective candidates should send complete application package (cover letter, résumé, professional profile, and list of references) no later than Monday, June 7, 2010 to the attention of Search Chair Gwynn Rucker at [gwynn.rucker@kindredhealthcare.com](mailto:gwynn.rucker@kindredhealthcare.com)

The Washington Health Care Association is an Equal Opportunity Employer.