



One Kalakaua Senior Living Job Description

Position:	Executive Director	Status:	Salary, Exempt
Supervisor:	Board of Directors	Department:	Administration

The Executive Director is responsible for the day-to-day management and operations of a licensed Resident Care Facility for seniors. In accordance with the Association's purpose, the Executive Director provides for governance in compliance with the policies and procedures established by the Board of Directors via its Financial Management Policy (FMP), as well as the condominium governing documents, condominium law, State Department of Health regulations and Federal laws. The Executive Director's fiduciary duty requires that he/she act with diligence, care, and skill and to make decisions in the best interests of the Association and its owners.

KEY RESPONSIBILITIES AND DUTIES

- **Overall Management:** providing leadership and being responsible for the management of the property, including overall operations, administration, and finances. This includes ensuring the property is running smoothly and within budget.
- **Financial Management:** managing the financial operations, including the preparation of budgets, forecasting, financial analysis, and financial reporting.
- **Resident Care:** ensuring that residents receive quality care and services that meet their physical, social, and emotional needs and ensuring that residents' rights and confidentiality are protected and upheld.
- **Strategic Planning:** developing and implementing strategic plans for the facility and identifying opportunities for growth, improving operations and services, and setting goals of the organization.
- **Staffing:** overseeing the recruiting, hiring, and managing of staff members and ensuring staff members are trained to, and do, operate in compliance with the policies and procedures governing the facility.
- **Board Relations:** reporting directly to the Board of Directors and acting as liaison between the Board and department managers to ensure overall compliance of operations with Board and Association policies, with enforcement as necessary.
- **Compliance:** establishing that the facility and its management comply with Federal, State, and local laws and regulations, and ensuring the facility remains in compliance with all legal, licensing and certification requirements.
- **Marketing and Public Relations:** promoting the facility, building relationships with existing and potential residents and families, and overseeing marketing and public relations efforts of the facility.
- **Creating a Positive and Supportive Environment:** creating a positive and supportive environment for residents, staff, and family members, setting an all-inclusive culture while ensuring that the organization's values align with individual and community needs.

One Kalakaua Senior Living

Executive Director

QUALIFICATIONS AND REQUIRED SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties satisfactorily.

- Education: College degree in business or related fields, or equivalent work experience.
- Experience: Supervisory and leadership experience to manage a senior operation or facility, with emphasis on finance and budgeting. Experience in healthcare administration, condominium operations, property management, or real estate management would be desirable.
- Desirable Skills: Senior level executive and management experience; financial acumen and oversight abilities, including accounting; excellent communication skills, both oral and written; prior experience in working with a Board of Directors; having an entrepreneurial spirit in managing operations; proficiency in the use of computer programs such as MS Word, Excel, and Outlook; sensitivity to the needs and well-being of a senior community.

HOURS OF DUTY / WORKING CONDITIONS

- Normal business hours, Monday - Friday; however, available and able to work on weekends and evenings when required.
- On-call 24/7 for emergencies and urgent matters.
- Works in an office environment and works with various confidential data.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I further agree that the skills and duties listed in my job description are not intended, nor should it be construed, as an exhaustive list of my duties, required skills, efforts or working conditions associated with this job. I may be required to perform additional or different tasks, as necessary, to meet the standards of quality as directed by the Board of Directors.

Print Name

Signature

Date

Administrator Signature

Date