



## Kansas Advocates for Better Care Executive Director Job Description

### KABC Executive Director

- Responsible for the management and operation of the non-profit corporation;
- Management for three staff, various consultants, and interns;
- Accountable to the Board of Directors;
- Act as fiduciary and official agent for the organization;
- Delegates to and supervises personnel to carry out the mission of the corporation within the following categories of duties:

#### 1) Advocacy (30% of time)

- Oversight of Consumer Advocacy including guidance, support, referral, information, educational resources and training for consumers contacting KABC
- Leadership of KABC's Public Policy Advocacy - regulatory and legislative with state and federal policy makers and on relevant consumer work groups
- Build stronger advocacy outreach, grow engagement of members and citizen advocates
- Build stronger networks of organizational partnerships among advocates, businesses, and media
- Build relationships with policy makers and media positioning KABC as a trusted resource on aging & long-term care issues
- Oversee strategic public policy communications

#### 2) Fund Raising (30% of time)

- Grants – seek, apply, manage and report on; build funder relationships
- Coordinate Board's fundraising activity, includes annual event
- Build donor relations
- Grow charitable giving - corporate and individual
- Membership Development – oversee growth and communications

#### 3) Program Development & Project Management (20% of time)

- Develop program initiatives, oversight for projects
- Develop program resources
- Management of consultants and interns

#### 4) Fiscal Management and Administration (10% of time)

- Personnel and business management of day to day operations
- Personnel recruitment, hiring, evaluation and retention
- Develop office policies and procedures (as needed)
- Provide periodic management reports as requested
- Support Endowment management and reporting
- Oversight of audit and 990 tax filing
- Annual Report content development and publication

5) Board of Directors & Investment Advisory Committee (10% of time)

- Provide Board of Directors with materials to facilitate directors in fulfilling their governance, fundraising, fiscal, and personnel functions
- Carry out Board directives
- Assist Board and President with meeting planning and material preparation
- Facilitate Strategic Planning for the organization
- Provide endowment reports to the Board and Investment Advisory Committee as needed
- Schedule and facilitate meetings of the Investment Advisory Committee (IAC)
- Assist the IAC in drafting recommendations and reports for the Board

KABC's team of staff and consultants support KABC's mission driven work. They bring expertise in consumer support, information and referral, communications, public policy advocacy, fund raising, outreach, data base information, and financial management.

KABC is a statewide, non-profit advocacy organization which speaks with and for older adults to improve long-term care in residential care facilities and at home through individual and public policy advocacy and education. We value a positive work environment, inclusion, and flexibility.

Compensation for this position includes salary and benefits. The hiring range is \$75,000-\$85,000. Benefits include health insurance, paid time off, and employer retirement contribution.