

JOB DESCRIPTION

Executive Director

Job Title: Executive Director

Job Purpose: Responsible for overseeing the administration, programs and implementation of the strategic plan of the National Adult Protective Services Association (NAPSA). Duties include staff supervision, fundraising, budgeting, partnering and community outreach. The position reports directly to the Board of Directors.

Job Duties:

- Fundraising and maintaining the fiscal health of the organization
- Establishing employment and administrative policies and procedures for all staff functions, and for the day-to-day operations of the organization
- Serving as the organization's primary spokesperson to its constituents, the media and the general public
- Establishing and maintaining relationships with various national organizations, and utilizing those relationships to strategically enhance NAPSA's Mission
- Reporting to and working closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the country
- Planning and operation of the annual budget
- Supervising and collaborating with NAPSA staff
- Strategic planning and implementation
- Overseeing NAPSA's Board of Directors and committee meetings
- Overseeing marketing and other communications' efforts
- Overseeing educational efforts, including the annual conference, and participating in collaborative efforts to educate and support adult protective services professionals
- Working on federal legislation: in collaboration with key stakeholders, soliciting and proposing new ideas and crafting or assisting in the development of new language; reviewing proposed language; discussing strategies, attending the meetings, speaking at the briefings, etc.
- Promoting awareness of and sensitivity to cultural diversity
- Transparent and high integrity leadership
- Reviewing and approving contracts for services
- Performing other duties as assigned by the Board of Directors
- Willingness to travel
- Requires a high degree of visibility in the Washington DC area

Professional Qualifications:

- A bachelor's degree; advanced degree preferred
- Knowledgeable about and experience in adult protective services/adult abuse or similar fields
- Demonstrated ability in fundraising and resource development
- Five or more years of senior management experience

- Hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities, including planning, delegating, program development and task facilitation
- Ability to convey a vision of an organization's strategic future to staff, board, volunteers and donors
- Skills to collaborate with and motivate board members and other volunteers
- Demonstrated commitment to cultural diversity.
- Strong written and oral communication skills; grant-writing ability
- Ability to interface with and engage diverse funder, governmental, volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.