

## **National Adult Protective Services Association Seeking Applicants for Executive Director**

The National Adult Protective Services Association (NAPSA) is a Washington D.C. based national non-profit 501 (c) (3) organization. Formed in 1989, the goal of NAPSA is to provide Adult Protective Services (APS) programs a forum for sharing information, solving problems, and improving the quality of services for victims of elder and vulnerable adult mistreatment.

NAPSA's mission is to strengthen Adult Protective Services programs in order to improve the safety and independence of older persons and adults with disabilities who are victims of abuse, neglect, self-neglect, or financial exploitation.

To fulfill its mission, NAPSA:

- Provides APS systems, agencies, and professionals with current and relevant information and support to enhance the quality, consistency, and effectiveness of APS programs across the country.
- Partners with many diverse organizations to provide a cohesive network of research, practice and policy to meet the diverse needs of the ever-changing population of vulnerable adults.
- Applies for and fulfills grant projects, and federal contracts and related requirements.
- Actively conducts national research on topics such as APS training activities, services to self-neglecting adults, and national APS data collection, as well as partnering with academic researchers on elder and vulnerable adult mistreatment studies.
- Hosts an annual conference as well as a national summit on financial exploitation, featuring nationally known and respected professionals who share their expertise on cutting-edge issues applicable to APS practice and other disciplines.
- Works to increase national awareness of elder and vulnerable adult mistreatment and needed response through education, advocacy, and congressional testimony.

To learn more about NAPSA and APS, visit our [Get Help](#) page and the [NAPSA/APS Code of Ethics](#) page.

### **Responsibilities of the Executive Director:**

#### **Leadership**

- Serving as the organization's primary spokesperson to its constituents, the media, and the general public
- 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
- Establishing and maintaining relationships with various national organizations, and utilizing those relationships to strategically enhance NAPSA's Mission
- Strategic planning and implementation

- Identifying short- and long-term opportunities for impacting programs and policy
- Promoting awareness of and sensitivity to cultural diversity
- 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.
- Overseeing educational efforts, including the annual conference, and participating in collaborative efforts to educate and support adult protective services professionals
- Overseeing all programs, services, and activities to ensure that program objectives are met
- Coordinating program development, and guiding staff to meet and/or expand the organization's mission
- Promoting the work of a dynamic organization with a focus on visibility, branding, and its public voice
- Willingness to travel
- Requires a high degree of visibility in the Washington DC area

### **Fund Development/Fiscal**

- Fundraising and maintaining the fiscal health of the organization by:
  - Planning and operation of the annual budget
  - Assuring effective fund development to maintain programs and operations, as well as building capacity to further implement the organization's mission
  - Developing, cultivating, and sustaining relationships with grantors, donors, and corporate supporters
  - Identifying possible grants and writing grant proposals
  - Leading efforts to raise funds through direct solicitation, special events, etc.
  - Overseeing marketing and other communications' efforts
- Assuring sound financial management and accountability by:
  - Developing the organization's annual budget to include revenue, expenses, and investments
  - Assuring the efficient management and oversight of the organization for accountability to the membership, public, and funders
  - Managing cash flow, working within budgetary constraints, and making adjustments expeditiously
  - Keeping the board apprised of the current fiscal status of the organization, and providing regular accountings to the board

### **Management**

- Establishing employment and administrative policies and procedures for all staff functions, and for the day-to-day operations of the organization
- Supervising and collaborating with NAPSA staff
- Overseeing NAPSA's Board of Directors, and committee meetings
- Reviewing and approving contracts for services

- Working with the governing board president to plan agendas and develop background materials for meetings of the board of directors
- Supporting staff and promoting their professional growth and development
- Performing other duties as assigned by the Board of Directors

## 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
- Transparent and high integrity leadership
- 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

*Salary commensurate with experience.*

*Please see the [Executive Director Job Description](#) for additional details.*

**TO APPLY:** Please submit a resume and cover letter that includes your salary history and salary/benefits expectations to Rebekah McGowan, President of the NAPSA Board of Directors, at [EDposition@napsa-now.org](mailto:EDposition@napsa-now.org) (on subject line, type: NAPSA: ED).

**Applications due by May 20, 2016.**