



The Long-Term Care Foundation of Washington State **EXECUTIVE DIRECTOR** *Recruitment Announcement*

About the Long-Term Care Foundation

The mission of The Long-Term Care Foundation of Washington State is to offer resources, support, and education to the adult family home community in order to create and sustain more caregivers and champion providers in their everyday efforts.

The Foundation is a nonprofit organization established by law to manage the Adult Family Home Training Network, created by the exclusive bargaining representative of adult family homes. This network is designed to deliver training, workforce development, and a variety of services specifically for adult family homes.

As a rapidly growing nonprofit, the Foundation serves the unique and diverse adult family home community. By offering workforce development, education, and essential resources, it plays a critical role in supporting caregivers and providers in their everyday efforts.

Who is the Adult Family Home (AFH) Community?

The Adult Family Home (AFH) community is Washington's fastest-growing sector in long-term care, expanding from 3,100 to 5,100 licensed homes over the past four years. This diverse network is composed of providers and caregivers from a wide range of cultural, ethnic, and linguistic backgrounds, all dedicated to delivering high-quality care in home-like settings.

AFH providers are often small business owners who navigate the dual responsibilities of managing their homes and providing compassionate care to residents. They face unique challenges that require tailored support to succeed.

The AFH community plays a vital role in long-term care. The Long-Term Care Foundation resources and services are designed to help them overcome barriers and thrive in their essential work.



About the Position

This is not your typical Executive Director position. The Long Term Care Foundation offers a unique opportunity for a leader with vision to balance strategic growth with hands on support for our community.

Reporting to the Board of Directors, the Executive Director oversees the Foundation's strategic direction, operations, and financial health. Key responsibilities include advancing the mission through leadership, operational oversight, financial management, community outreach, and strategic planning.

This position leads the Foundation team, fostering a culture of high performance, continuous professional development, and collaboration. The Executive Director sets clear goals, provides regular feedback, and creates opportunities for skill and career growth, ensuring the team is equipped to deliver exceptional service.

As the primary representative of the Foundation, the Executive Director raises awareness of its resources, value, and impact while building partnerships to improve access to tools and support for adult family home providers and caregivers.

AFH Providers face a range of challenges that require thoughtful and innovative support including:

- Navigating complex regulations and licensing requirements
- Balancing the demands of caregiving and running a small business
- Accessing training and workforce development resources tailored to their needs
- Addressing cultural and language barriers in care delivery
- The Executive Director will lead the charge in creating programs and solutions that address these challenges, ensuring providers have the tools and knowledge to succeed.

What Makes this Role Unique?

- **Virtual Leadership:** Manage and inspire a fully remote team of diverse professionals, leveraging technology to maintain strong connections and drive results.
- **Community Focus:** Engage directly with the AFH community, putting on local conferences, facilitating partnerships, and advocating for their needs with stakeholders at every level.
- **Dynamic Growth:** Guide an organization that has grown rapidly, reflecting the increasing demand for our services. This role requires someone who thrives in a fast paced, every-evolving environment and can build on our momentum
- **Empowering the Team:** Provide the leadership and mentorship to a talented and diverse staff, empowering them to support the unique challenges of the AFH community.





Additional responsibilities include:

Leadership and Management

- Develop and implement strategies that align with the Foundation's mission and goals.
- Work closely with the Board of Directors to define and communicate the Foundation's vision, priorities, and direction.
- Recruit, hire, and manage a strong team. Foster a positive and inclusive work environment.

Operational Oversight

- Oversee the planning, implementation and evaluation of the Foundation's programs and services.
- Negotiate vendor and service contracts with the Department of Social and Health Services and other entities, and ensure compliance with all terms, conditions, and deliverables.
- Ensure that the Foundation adheres to all legal and regulatory requirements.
- Develop and implement policies and procedures to ensure efficient business operations.

Financial Management

- Develop and manage the Foundation's budget.
- Ensure financial stability and sustainability.
- Ensure accurate and timely financial reporting to the Board of Directors and other stakeholders.

Community and Public Relations

- Represent the Foundation in the community and advocate for its mission, programs, and services.
- Build and enhance relationships with key stakeholders, including community leaders, decision makers, and allied organizations.
- Oversee the development and implementation of marketing and communications strategies to enhance the Foundation's image and outreach.

Strategic Planning

- Lead the Foundation in the development and implementation of long-term plans to ensure sustainability and manage growth.
- Set and monitor goals and objectives to achieve strategic priorities.

Volunteer Leadership Administration and Support

- Prepare for and participate in Board, Committee, and Advisory Council meetings.
- Assist the Board in the development and implementation of best practices in governance.

The Ideal Candidate

The new Executive Director must have demonstrated leadership skills and set a standard by engaging people at all levels. For this important role the Board seeks a dynamic, highly credible, unifying leader who is deeply committed to the success of the Long-Term Care Foundation and is a strategic big-picture thinker;

The next Executive Director must be eager to make a personal investment in the long-term success of the organization. Proven leadership experience and political and business acumen are essential. Candidates should bring strengths in both external relations and internal management with an ability to balance the two.

Desirable Qualifications

A Bachelor's degree with at least five years of experience managing a dynamic, financially complex business, association, government, or nonprofit entity. Experience with the long-term care industry and workforce; and leadership in a non-profit is preferred. An advanced degree is a plus.

Compensation

The hiring range for this position is \$180K-\$200K.

Benefits include:

- 80% of the cost of the annual premiums for health insurance (medical, dental, and vision)
- Three weeks of paid vacation each year as well as the following paid holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day, and one floating personal holiday.
- Eligibility to participate immediately in 401k plan in which Foundation will match employee contributions up to 6% of annual base salary with a five-year vesting period (20%/year).

Live and Work in a Great State

Washington State is a great place to live, work, learn, play, and be a part of a community. Washington offers a quality of life that is unsurpassed. From the high-energy urban center of Seattle, one of the nation's top-ranked cities, to the more relaxed pace of our rural communities, Washington's distinctive Northwest lifestyle blends a progressive, creative culture with a casual nature and an abundance of outdoor recreational opportunities.



APPLICATION PROCESS

If you are interested in this position, submit a cover letter and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled. To be considered for the first round of interviews, please submit your application materials at www.karrasconsulting.net as soon as possible but no later than January 10, 2025.

The Long-Term Care Foundation's mission is best advanced by the leadership and contributions of individuals of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or other status protected by law.

