

**HOME CARE & HOSPICE ASSOCIATION OF NEW JERSEY, INC.
PRESIDENT & CEO – JOB DESCRIPTION**

MAIN FUNCTION:

Manages association operations and works in collaboration with Board of Directors to promote home care and hospice, achieve Association goals, and advance mission to serve as the catalyst for excellence in home care and hospice.

REPORTS TO: BOARD OF DIRECTORS - HOME CARE & HOSPICE ASSOCIATION OF NJ

QUALIFICATIONS:

- A. College degree, preferably Masters
- B. Executive management experience in the health care sector &/or association management & government affairs
- C. Experience in government relations and public policy
- D. Excellent verbal and written communication skill

KEY RESPONSIBILITIES

A. MANAGEMENT OF PUBLIC RELATIONS, GOVERNMENT AFFAIRS AND COMMUNICATIONS

- Acts as a liaison and maintains effective relationships with intermediaries, governmental agencies and representatives (state and national), and other associations
- Serves as a legislative advocate for the organization's goals on a state and national level
- Represents the Association and its goals to other professional organizations and external groups
- Produces ongoing communications for distribution to members, policy makers, other interested organizations and the public
- Promotes the Association's public image and relations
- Maintains an effective government affairs program in collaboration with legislative committee and Board
- Monitors pending state legislation, fosters, proactive participation on the part of the membership
- Recommends policies and positions concerning pending state legislation and/or positions taken by the State governmental departments
- Responsible for the operation of related Association political action committee

B. COORDINATION, MANAGEMENT & IMPLEMENTATION OF ASSOCIATION GOALS

- Supervises implementation of all programs approved by the Board
- Promotes, directs and coordinates planning for programs, goals and organization activities
- Coordinates and manages trend analysis and response
- Evaluates present and future needs of the home care and hospice industry via surveys and committee interaction, and in conjunction with Board, plans for the future of the Association
- Assures that the Association has a current Strategic Plan
- Assures development and implementation of educational programming and Annual Conference and functions to meet the needs of our diverse membership
- Responsible for administering NJ Dept. of Health Emergency Preparedness Grant

C. COORDINATION & MANAGEMENT OF ASSOCIATION MEMBER RELATIONS AND SERVICES

- Assures appropriate communication between the Board and committees and promotes information exchange between Board, committees and membership
- Maintains and researches current information on available resources advantageous to the operation of the organization and its members
- Serves as a resource to members on matters relevant to home care and hospice
- Disseminates appropriate information to members
- Assures that Association conducts ongoing membership recruitment and retention activities

D. FISCAL MANAGEMENT OF THE ASSOCIATION

- Develops appropriate annual budget in conjunction with Finance Committee
- Administers the approved annual budget and the fiscal operations of the organization

- Assures conduct of annual audit and coordination of audit activities
- Has the ability to understand, analyze and affect fiscal aspects of Association management

E. ADMINISTRATION AND MANAGEMENT OF THE ASSOCIATION

- Effectively manages the Association employees and the efficient daily operation of the organization
- Implements all policies and procedures
- Ensures maintenance of record-keeping system
- Ensures compliance with all state, Federal and local regulations
- Directs the activities of all external vendors or contractors

KEY PERFORMANCE / SKILL FACTORS

1. Dynamic Leader
2. Persuasive Communicator
3. Planning and Organization
4. Problem-solving and Decision-making
5. Interpersonal Relationships
6. Creativity
7. Assessment and Analysis
8. Flexibility
9. Time Management
10. Supervision
11. Delegation
12. Awareness of state and national health issues
13. Understand legislative and political process
14. Educator