



JOB TITLE: Executive Director
DEPARTMENT: Administration
REPORTS TO: United Women in Faith National Treasurer/CFO
STATUS: Executive Exempt

About Brooks-Howell Home:

Brooks-Howell Home (BHH) is a Continuing Care Retirement Community (CCRC) located on a ten-acre site near downtown Asheville, NC. It is home to residents living in 43 one and two-bedroom apartments, 17 suites, 58 nursing care beds, dining facilities, a fellowship hall, a chapel and gardens in an environment designed to be spiritually enriching and intellectually stimulating. The home currently offers many amenities, including beauty/barber shop, gym therapy room, aqua therapy pool, and a chapel designed to seat 200 people. Also included is a well-stocked library operated by residents, an international room housing artifacts from around the world along with histories of retired residents who were in missions, numerous lounges offering opportunities for card games, jigsaw puzzles, and meetings of various sorts. There is a formal dining area as well as two small dining areas designed primarily for people needing assistance. A gift shop is open several days a week and shopping, dining, hospitals, and physicians' offices are all located within a three-mile radius of the home. BHH is owned by United Women in Faith – National Organization (UWFaith), an agency of The United Methodist Church.

About United Women in Faith:

United Women in Faith – National Organization (UWFaith) is the policy-making body that manages and oversees the programs and projects of United Women in Faith. UWFaith builds supportive communities among women and engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement.

Position Summary:

The Executive Director (ED) is responsible for leading the day-to-day functions of BHH in accordance with current, federal, state, and local standards, guidelines, and regulations to ensure that the highest degree of quality care can always be provided to our residents. The ED is responsible for administration, strategic planning, and supervision of non-clinical operations affecting the delivery of care and services to promote optimal functioning, independence and autonomy of the Residents. The ED ensures clinical/health services are following community standards and State regulations.

United Women in Faith is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds (especially United Methodist Lay) to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise. This position description is a guide to the primary duties and functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. Position descriptions are reviewed and may be revised to meet the changing needs of United Women in Faith at the sole discretion of management.

SUMMARY OF RESPONSIBILITIES

Operational Management

- Plan, develop, organize, implement, evaluate, and direct BHH's programs and activities in accordance with the organization's mission and vision.
- Interpret BHH's policies and procedures to employees, residents, family members, visitors, government agencies, etc., as necessary.
- Develop and maintain written policies and procedures and professional standards of practice that govern the operation of the home.
- Maintain a good public relations program that serves the best interests of the home and community alike.
- Ensure that all home personnel, residents, visitors, etc., follow established safety and life safety regulations, to include fire protection/prevention, smoking regulations, infection control, etc.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the home; encouraging and supporting teamwork.
- On call and accessible by phone 24 hours a day/7 days a week.

Resident and Family Relations

- Build relationships with residents and their families, addressing concerns, and ensuring resident satisfaction.
- Ensure that the residents' rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are well established and always maintained.

Staff Management

- Hire, train and manage staff, ensuring a positive and productive work environment.
- Assist departmental leaders in the development, use, and implementation of departmental policies and procedures and professional standards of practice.
- Make routine inspections of the home to ensure that established policies and procedures and operating standards are implemented and followed.

Fiscal & Regulatory Management

- Oversee accounting functions, ensuring the accounting policies and procedures are being adhered to.
- Review financial statements and general ledger activity monthly, working with the accountant to ensure accuracy and the financial viability of BHH.
- Collaborate with UWFaith to develop and monitor the capital and operating budgets to achieve financial objectives, direct corrective action and ensure the provision of superior cost-effective residential service.
- Assist with the compilation of the Disclosure Statement annually.
- Represent the home in dealings with outside agencies, including governmental agencies and third-party payers or provide an authorized representative of the home when unable to attend such meetings.
- Prepare reports for the BHH Advisory Board meetings.
- Perform other related duties as assigned by the UWFaith Treasurer/CFO.

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Qualifications (All requirements are subject to possible modification to reasonably accommodate individuals with a disability):

The successful candidate will be a high-energy, strategic, proactive and direct communicator who is highly organized and dedicated to BHH's mission. The candidate must have excellent communication skills, the ability to multi-task and solid leadership skills. The candidate must be a team builder with the ability to develop and lead a group of professionals. Candidates with a public health background are welcome to apply. In addition, the following qualifications are highly valued:

- Bachelor's degree in administration or business administration, or a health-related degree, required.
- Master's degree in administration or business administration, preferred.
- Minimum five years' experience in supervisory or business administration as an Executive Director, Nursing Home Administrator or Public Health Administrator.
- Knowledgeable of reimbursement regulations and nursing practices and procedures, as well as laws, regulations, and guidelines pertaining to nursing home administration.
- Strong interpersonal skills and the ability to communicate with employees at all levels in an organization.
- Excellent critical thinking and problem-solving skills.
- Self-directed and results-oriented, demonstrating initiative and follow-through.
- Ability to develop, maintain and manage relationships with key stakeholders.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the public.
- Sense of humor.

Physical Demands

Prolonged periods of sitting at a desk and working on a computer.

This opportunity offers the following:

- Rewarding work environment
- Competitive compensation
- 4-weeks vacation and other generous time-off benefits
- Excellent Medical, Dental, Vision and Prescription Drug Plan
- Company sponsored Pension Plan
- Employer contribution to 403(b) plan
- Paid Life & AD&D
- Continuing Education Credit Reimbursement

To Apply

Interested Candidates should apply by email to mclemmons@uwfaith.org with the words **"EXECUTIVE DIRECTOR: {Your Name}"** in the subject line. No phone calls, please.

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