

ADAKC Executive Director Job Post

Imagine the opportunity to serve as the EXECUTIVE DIRECTOR of an organization who for just \$30, provides 2 hours of high quality care for a family in need? An organization that since 1982 has been built around the goal of improving the life of someone with Alzheimer's while giving their caregivers some much-needed relief? Congratulations, you have just found that opportunity!

As Executive Director of the Alzheimer's Disease Association of Kern County (ADAKC) you will oversee the strategic operation of our Day Programs and Staff. You will be the primary face of ADAKC to the local community of Kern County. Through your work you will reflect the Mission, Vision and Values of the organization and especially embody the values of EMPATHY, INTEGRITY and COLLABORATION.

A typical day in your life as the ADAKC Executive Director will:

- Afford you the opportunity to demonstrate your Sales and Relationship skills as you lead the development and implementation of our fundraising efforts and donor relations.
- Draw on your experience leading people as you provide effective management and support to all staff of the organization, especially with your six direct reports.
- Require quality communication and collaboration with the board of directors you will report to.
- Challenge your business acumen as you steward the financial resources of the organization well, making wise business decisions to keep the ADAKC fiscally healthy and strong for years to come.
- Involve you understanding the often complex regulatory issues that pertain to our day program and make effective decisions for our clients and staff.
- Frequently require you to "jump in" and cover the day program when staffing is short. (What a great opportunity to demonstrate your heart as a true servant leader!)

To successfully fulfill the role of our Executive Director, you will need to meet the following basic requirements:

- A clear TB test, physical exam and pre-employment drug check.
- Successful completion of an approved Adult First Aid and CPR program.
- Criminal Background clearance via Live Scan through the FBI and DOJ.
- A Bachelor's degree and a minimum of one year of experience in the management of a human services delivery system; or three years' experience in a human services delivery system including at least one year in a management or supervisory position and two years of experience or training, as specified in regulations.
- Ability to read, write and understand English.
- Possession of a valid California driver's license and access to a reliable means of transportation.
- Automobile insurance coverage for business use of your personal car.
- General understanding of the needs of the elderly and a willingness to learn.
- Physical ability to sit and talk or hear; to stand, walk and reach with hands and arms; and occasionally lift and/or move up to 25 pounds.