Executive Director | Position Announcement
Overview

Full Life Care is seeking a seasoned Executive Director (ED) who is a highly motivated leader able to implement a business model focused on strengthening core programs and mobilizing communities to support furthering mission reach. In addition to managing day-to-day operations and fiscal resources, the ED will be charged with leading the effort to increase funding and develop operational systems that support long-term sustainability. The organization will be best served by the future executive’s professional experience, passion and ability to cultivate strong relationships that inspire and engage staff, volunteers, funders and community partners. This will be accomplished in part by a creative spirit and proven leadership for highly effective organizations.

Full Life Care Commitment:

At some point virtually all of us will experience serious chronic illness or disability. Or we’ll provide care for someone who faces such challenges. It’s all part of living.

Another part of life is the joy that we find in every day. That’s our goal: We help our clients more fully experience and enjoy their lives.

We strive to make each day the best that it can be for every individual. We help our clients lead independent, purposeful lives.
Full Life Care is a 501-c3 not-for-profit organization, founded in the 1970s that provides adult day health, home care, and a spectrum of community-based support in Washington state. Full Life Care is an affiliate partner of Transforming Age, a 60-year-old not-for-profit senior living organization that is committed to five key areas: housing, business services, technology, community services and philanthropy. Transforming Age and Full Life Care are partnered to provide innovative solutions to help older adults live independent, purposeful lives.

Full Life Care is dedicated to enhancing the quality of life for frail elders and people with chronic or terminal illnesses and disabilities. We respect the dignity of our participants and provide for them with care and compassion. We are committed, through our program of health and social services, to the independence and well-being of all participants and to providing respite for caregivers.

**Mission:**

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**Vision:**

Full Life is working toward a future where adults with serious illnesses or disabilities can be supported in the community rather than living in isolation or needing to resort to institutional care.
Full Life Care helps adults of all ages with chronic illnesses, and physical or developmental disabilities. The following programs outline the services offered:

**Housing Stabilization & Supports**
Housing Stabilization & Supports consists of three programs: Community Transitions, Foundational Community Supports, and the SHA Outreach Program. Designed to help persons maintain or regain their housing, these programs provide client-centered, goal-oriented coordination of services that enable seniors and disabled adults to remain living independently.

**Health Home Care Coordination**
Full Life’s Care Coordinators provide care for the whole person, not just the patient, working with you to develop a Health Action Plan defined by your long-term life goals. Care Coordinator’s meet with clients in their home or location of choice and provide a number of services at no cost to the client.

**ElderFriends**
ElderFriends is a volunteer-based program that provides companionship, outreach and advocacy services to isolated older adults throughout Seattle and King County.

**Home Care**
Full Life provides vital, in-home support to elders and adults with disabilities, helping them to remain in their most independent living situation while providing peace of mind and respite for family members. Services include: medication reminders, meal planning and preparation, bathing and personal care, shopping, errands and housekeeping.

**Adult Day Health Care**
The adult day health programs help prevent premature or unnecessary placement in a nursing home. Participants enjoy educational and recreational programs, participate in skilled rehabilitative and nursing therapies and develop peer friendships in a safe, disability-friendly environment. Specialized adult day health programs include: Health and Wellness Program, Memory Care and Wellness Services, Heads Up Program for adults with acquired brain injury and the Get Active Program for adults with developmental disabilities.
With the recent transition in leadership, Transforming Age and the Full Life Care Leadership team completed an agency-wide assessment focusing on strengths, and framing the vision for Full Life’s future. Through this process we identified opportunities to restructure programs, stabilize fiscal resources and improve operations.

Full Life Care serves thousands of older adults and adults with disabilities, regardless of their income. The team of leaders at Transforming Age and Full Life Care are committed to partnering with staff, volunteers and adjacent agencies to build communities that are vital to improving peoples lives. Full Life Care’s services include three Adult Day Health locations, Home Care program, Housing Stabilization Services, Health Home Care Coordination, AmeriCorps, and ElderFriends Volunteer Companionship.

As the home community-based services arm of the Transforming Age network, Full Life Care provides services in response to an increasing community need, offering options for the growing population of aging adults and adults of all ages that require care due to disability, illness or injury. Many of these people want to avoid assisted living and have limited resources. Full Life Care’s new Executive Director will partner with the Transforming Age team as part of a strategic initiative to replicate Full Life Care services across the Transforming Age network in an effort to further mission reach and build communities that support an individual’s ability to lead an independent and purposeful life.
The successful applicant for this Executive Director position will possess expertise in organizational leadership, a successful record of fund development, advancing strategic initiatives, fiscal acumen, and strong communication skills with diverse audiences using a variety of methods. The ideal candidate will have a passion for the mission and an understanding of the important role Full Life Care plays in the communities it serves.

The ideal candidate will possess many of the following qualities:

• Experienced leader with demonstrated success leading an organization, preferably in human services
• Excellent management skills with the ability to engage and motivate staff, volunteers and allied industry partners
• Strong resource development with experience in non-profit infrastructure systems and operations
• Proven organizational skills, including planning, delegating, program development and task facilitation
• Excellent communicator using a variety of methods, with extensive interpersonal and relationship-building skills
• Proven record of collaboration and building a strong team culture within an organization and affiliated organizations
• Desire, drive and a vision for improving program quality and impact
• Experience in and/or an understanding of human services – direct experience in adult and/or eldercare a plus
• Action-oriented, entrepreneurial, adaptable and innovative
• A sense of humor, while being an effective organizational leader and team player

Core Values:
Perseverance: Never give up on people.
Idealism: Believe it is possible for everyone to find joy in life.
Awareness: We recognize that sometimes every small achievement is a small miracle.
Holism: We understand the mind, body and soul equation and how it is core to our mission.
Key Areas of Responsibility

Leadership & Communication: Lead the daily operation of the organization. Communicate and expand the reach of Full Life Care’s mission through community engagement. Foster strong relationships with staff, advisory board, volunteers, and adjacent organizations. Uphold the values and represent the organization in the highest regard in all community interactions. Transparent and appropriate.

Resource Development: In partnership with the Transforming Age leadership, implement a development plan and advancement strategies to procure the necessary investments needed to grow revenue streams for the long-term financial strength of the organization.

Affiliate and Community Relations: Establish and maintain a productive relationship with affiliate Transforming Age and community organizations through open and honest communication. Supply the information, tools and resources necessary for effective partnerships. Engage in strategic planning and visioning with Transforming Age.

Fiscal Management: Ensure that sound fiscal practices, record keeping and reporting are established and executed. Manage the fiscal health of Full Life Care, which includes operating within the approved budget, ensuring maximum resource utilization and maintenance of the organization in a positive financial position.

Program and Organizational Management: Develop, communicate and implement an annual operating plan in support of the strategic plan. Make course corrections as necessary ensuring day-to-day operations are of high quality, client-centric, relevant and efficient.

Staff Development and Supervision: Provide leadership, staff development and supervision, aligning staff assignments to maximize client benefits and ensure goals of Full Life Care are achieved. Provide direct supervision of Leadership Team.
REQUIRED CRITERIA:

- Bachelor’s Degree required
- Five (5) years of top executive level organizational leadership experience

TO APPLY:

Please submit a summary of qualifications limited to two pages and a cover letter including a personal statement expressing how the work of Full Life Care aligns with your personal and professional goals.

Please email resume, cover letter and three professional references to Suzie@cavassa.com. Inquiries welcome.

COMPENSATION & TIMELINE:

Highly Competitive salary and benefit package
Position to be filled by: March 16, 2020
Resume Deadline: January 27, 2020
Final Interviews anticipated: Feb 13, 2020