

**Position Available**

**Executive Director**

**Covenant Village of Colorado** (Westminster, Colorado), part of a nation wide family of CARF-CCAC accredited CCRC's: Covenant Retirement Communities, 5<sup>th</sup> largest AAHSA Ziegler Top 100, is seeking an Executive Director. The executive director is responsible for the overall resident and staff satisfaction and financial viability of operations. The executive director is further responsible for leading and coordinating campus operations through the facilitation of administrators and department managers. The position assures that effective and timely communication is maintained with the corporate leadership, Covenant Retirement Communities (CRC) central office staff and subject matter experts (SMEs), local management advisory committee (MAC), residents and staff. The executive director is the role model for campus leadership and acts as campus representative to the local, business, professional, and religious community. Demonstrates ability to establish and facilitate multiple central office relationships along with timelines.

***The successful candidate will have:***

- Bachelor of Arts or Science degree, required; a Master's degree in Healthcare Administration or Business Administration, preferred.
- Five years experience in an administrative position and/or other upper level management position(s), required.
- Three years of experience as a CCRC executive director, required.
- Valid driver's license and a good driving record, required.

The individual must have a solid understanding of the long term care and senior housing industry. A variety of previous work experience in supervisory capacity is required. Requirement of education and experience for state nursing home administrator's licensure should be in process of completion or completed. The executive director must be a decisive leader that can move forward with a decision, a well-articulated plan and have the proven ability to execute the plan within established timelines. The individual must have excellent management skills including organization, attention to detail, follow through, and the ability to maintain confidentiality. Excellent verbal and written communication skills, in English, with poise and confidence in the personal contact with residents and the general public are essential. Excellent listening skills are required. The executive director must demonstrate competency to function at the conceptual, strategic and implementation levels. The individual must have the proven skills in program development and management in order to implement and evaluate. Understanding of customer service and team building concepts and the ability to handle a variety of tasks and responsibilities in a professional, prompt manner are essential. This position requires proven experience in performance improvement, program development and capital planning required. The individual must have the ability and desire to establish expectations and hold accountabilities of direct reports. They demonstrate their ability to build and sustain a successful leadership team including but not limited to: timely and focused communication. They must have solid business acumen, the proficiency to plan, lead and direct productive meetings. The candidate must be able to build and maintain relationships with residents, staff, families and members of the local community. A willingness to develop strengths and openly deal with areas requiring change is required. Support of and compatibility with Covenant Retirement Communities and its mission is expected. Must be compatible with the *CRC Profile of a Leader*. Familiarity with the Evangelical Covenant Church is important. A strong background in leadership roles in church and community is desirable. A Covenant church background is preferred, but membership in an Evangelical Christian Church is expected where support for Covenant Church affirmations is affirmed.

Benefits may include medical, dental and vision insurance; employer paid group term life and disability; various voluntary benefits including critical illness (cancer rider available), accident and long term care insurance; 403(b) tax-deferred savings plan with an employer match, flexible spending accounts, education benefits; and paid-time-off.

*Join a faith-based organization dedicated to excellence in customer service to our residents. For more information about Covenant Retirement Communities, please visit [www.covenantretirement.org](http://www.covenantretirement.org).*

***Discover the possibilities...***qualified candidates should send a cover letter and current resume to: Courtney Wood, phone: 360-489-1327, e-mail [cwood@essusa.net](mailto:cwood@essusa.net).