

# Jamestown

S'KLALLAM TRIBE



## JOB OPENING ANNOUNCEMENT



**DATE:** April 2, 2008; Revised May 7, 2008

**JOB TITLE:** Director - Community Advocates for Rural Elders (CARE) Partnership

**REPORTS TO:** CARE Leadership Board

**STATUS:** Two year grant; Full time with benefits

**JOB SUMMARY:** The CARE Partnership Director is charged with envisioning and providing ongoing, sustainable advocacy and independent living services to Clallam County's elder population. Tasks are to generate and manage the budget as well as matching fund sources; monitor progress toward plan deliverables; develop, negotiate and monitor contracts; supervise staff; communicate grant activity to CARE Leadership; strengthen the board by participating in developing a vision with them; executing their decisions; providing them education re: the RWJF initiative "*Community Partnerships for Older Adults*" and recruiting and inspiring others to offer support and talent toward the board's goals.

**MINIMUM QUALIFICATIONS:** Excellent communication and motivational skills; a MA preferred or a BA with 7 years experience managing government or non-profit agencies; creating partnerships; and strategizing and motivating teams, boards and leaders to effect innovative, long-term change. Experience in resource development and a seasoned understanding of aging issues, services and/or needs is preferred. Position also requires a valid Washington state driver's license, automobile insurance and a willingness to travel as needed, within and outside Washington. Office located in Port Angeles. American Indian/Alaskan Native preference for qualified candidates



**Director**  
**Community Advocates for Rural Elders (CARE) Partnership**

Employer/fiscal Agent: Jamestown S'Klallam Tribe  
Reports to: Core Leadership Board  
Full-time, with benefits

Update: 04/30/08

The CARE Partnership is the recipient of a grant from the Robert Wood Johnson Foundation (RWJF). Led by the Core Leadership Board, CARE is charged with envisioning and providing ongoing, sustainable support, services and advocacy to Clallam County's elder population. The Director provides strong leadership to the Partnership by focusing, overseeing and monitoring the combined efforts of the Board, Board Committees, Staff, Initiative Workgroups and Initiative Task Forces. He/she plays a pivotal role in developing and ensuring completion of the Strategic Plan, and serves as the primary interface between the grantor (RWJF), and the Partnership.

***Major Responsibilities and Tasks:***

- I. Oversee the Partnership's operations, administration and fiscal management
  - Develop and submit reports
  - Monitor budget and project expenses
  - Develop, negotiate and monitor contracts and matching fund sources
  - Guide Core Leadership Board and Committees in developing Governance and Operations guidelines
  - Work closely with the Executive Committee on proposals, issues and projects to be considered and approved by the full board

***Expectations:***

*Care's fiscal and administrative management of funds satisfies all requirements of the RWJF National Program Office; Core Leadership Board is well informed and satisfied with project management; reports are complete, accurate and submitted in a timely fashion; contracts are effectively negotiated and monitored; Governance and Operations Guidelines are complete and clearly communicated.*

- II. Oversee development and accomplishment of the Strategic Plan
- Work closely and guide Planning/Evaluation Committee to review/update plan, establish timelines, and assure the work of CARE remains relevant to community needs
  - Conduct research/gather data to make decisions about major CARE functions
  - Monitor progress toward plan deliverables

*Expectations:*

*The Strategic Plan is clearly written and communicated to all Partners; timelines are monitored and appropriate action is taken when deadlines are not met; research is developed and successfully carried out to ensure that CARE is meeting community needs/interests; modification of the plan is developed collaboratively with the Planning/Evaluation Committee for Board review and approval.*

- III. Oversee and guide the work of the Board, the Committees, the Initiative Workgroups and the Task Forces
- Communicate regularly with chairs of committees to provide guidance and receive information about plans and programs
  - Work closely with the Initiative Workgroup Coordinator to ensure that the Workgroups are working on issues/projects that meet the community's needs
  - Identify overlapping/related projects, and eliminate duplication of effort
  - Continually assess the organizational components of the full Partnership, and work collaboratively with the Partnership Development and Communication Committee to ensure that appropriate Partnership units are established

*Expectations:*

*Work of all committees and workgroups is in alignment with CARE's mission and successfully implemented; related programs/projects are identified and Partners connected; appropriate organizational segments are established and involve strategic participants.*

- IV. Act as interface between RWJF and the Partnership
- Promote clear understanding about the provisions of the grant, and clear communication between the Foundation and the Partnership.
  - Communicate with Foundation about CARE plans and operations
  - Transmit Foundation concerns/questions to the Partnership, and Partnership concerns/questions to the Foundation

*Expectations:*

*The Board, the Chairs and the Staff understand grant provisions/requirements and how they relate to the work of the Partnership; the concerns and requests of the Foundation are effectively communicated to the Partnership and vice versa.*

V. Supervise Staff

- Recruit, orient/train, and evaluate PT Initiative Workgroup Coordinator and PT Administrative Assistant
- Oversee/provide general guidance to the Coordinator to ensure all workgroups are in alignment with the mission and making progress toward achievement of identified goals
- Provide close supervision to the Admin Assistant to develop documents, produce the newsletter, update the website, and compile/disseminate materials relating to committee and workgroup meetings.

*Expectations:*

*Staffing needs are assessed and appropriate staffing is identified; staff is trained and understands the mission and goals of the Partnership, and how their work fits within the mission; staff is timely evaluated and provided guidance if deficiencies or problems arise.*

**Apply Online:** [Application Form](#)

**Or FAX:** 360.683-4005

**Mail:** Human Resources  
1033 Old Blyn Hwy.,  
Sequim, WA. 98382

Call the Human Resources Dept at **360.582.5786** for more information. **Open until filled.**