

Berman Commons

A Jewish Home Life Community

Job Description

Position: Executive Director

Department: Administration

Reports to: President/CEO

FLSA Status: Exempt

Summary: The Executive Director will be responsible for oversight and management of all operational functions for Berman Commons, a 90 unit assisted living and memory care community, Overall responsibilities include resident services, dining services, facilities, environmental services and sales. The Executive Director assists in developing and implementing the strategic goals and objectives of the organization, as well as giving direction and leadership toward the achievement of Berman Commons mission, strategy, and its annual goals and objectives.

Qualifications:

1. A minimum of a Bachelor's degree, Masters preferred
2. Prior experience managing an assisted living community
3. A high degree of personal integrity
4. Ability to define, pursue, and achieve a clear vision
5. Proven success in managing budgets, reducing costs, and prudent staffing
6. Excellent written and oral communication skills so that communication is effective with all levels of individuals: residents, family members, staff, vendors, professional consultants, etc.
7. An excellent understanding of the elderly so that services and programs are developed in order to meet the needs of our residents
8. A vision for the future, in order to grow the organization both on and off campus
9. Proven stand up presentation skills in order to address large groups of individuals including residents & families and staff members
10. Experience leading an organization through change
11. Demonstrated experiences in attracting, retaining and developing staff
12. Patient, even-tempered, friendly, thoughtful, empathetic, caring, honest, inquisitive, insightful, intelligent, articulate, hardworking, determined, tenacious, accurate, careful, committed professional

Responsibilities:

1. Oversees the overall design, marketing, promotion, delivery and quality of programs, products and services offered by Berman Commons.
2. Leads in developing operational processes and process improvements
3. Assures the fiscal integrity of the programs
4. Recommends yearly budget for Board approval and prudently manages resources within those budget guidelines according to current laws and regulations.
5. Ensures the organization establishes and maintains an on-going operation: maintenance and improvement of all facilities, equipment and property
6. Ensures that the property and buildings are maintained at an acceptable standard
7. Ensures the safety and security of the residents who live on campus and the staff members
8. Ensures that the facility complies with all applicable regulations and meets the standards consistent with the operation of an assisted living retirement community of exceptional quality.
9. Oversees the sales function for the entire organization to ensure that occupancy targets are met or exceeded

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the staff member for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supervisory Responsibility: Supervises leadership team of Berman Commons including providing direction and feedback on performance. Member of Senior Leadership team of Jewish Home Life Communities.

Physical Requirements:

1. Must be able to speak and write the English language in an understandable manner
2. Must be able to mobilize throughout the building
3. Must be able to bend, sit and stand for long periods of time
4. Must be able to lift and carry a minimum of 10lbs and a maximum of 25lbs with a minimum distance of 5 feet
5. Must be able to push/pull a cart up to 25lbs with a minimum distance of 5 feet
6. Must be able to operate basic office equipment
7. Must be able to cope with the mental and emotional stress of the position
8. Must possess sight/hearing senses or use of prosthetics that will enable these senses to function adequately so that requirements of this position can be met

Mental Requirements: Ability to focus and mental acuity to analyze data, interacting with residents, family members and staff. Ability to handle stressful situations.

Please send responses to hr@wbjhome.org

Department Head

Date

Acknowledged:

Staff Member

Date