



Position Description

Title: Air Force Villages (AFV) President & Chief Executive Officer	Reports to: Boards of Directors of: Air Force Villages, Inc. Air Force Village Foundation (AFV I) Air Force Village II, Inc. AFV Health Services Corp Air Force Villages Charitable Foundation Alzheimer's Care and Research Center Foundation Air Force Villages Fund, Inc.
Department: Air Force Villages	Division: Air Force Villages, Inc.
Pay Classification: Exempt	Involves Degree of Hazard: No
EEO Classification: 01-Officials & Manager	Revision Date: May 2008

POSITION SUMMARY: The incumbent provides overall direction and leadership of all components of the Air Force Villages

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIRED: (Minimum education and experience needed to perform the job adequately.)

EDUCATION AND EXPERIENCE: Required: Bachelor's degree from an accredited U.S. institution of higher education. Proven ability to manage widely diverse services provided to residents, as well as extensive, high-value capital assets. Incumbent must have a proven record of being able to successfully manage large and complex organizations, and to effectively collaborate and interact with Members of the Board responsible for oversight of the organization, its assets and Residents. Must have experience in successfully leading subordinate executives. Must be able to demonstrate written and verbal skills of the highest quality, and demonstrate ability to successfully resolve conflicts, and to exercise independent and effective leadership judgment on an ongoing basis.

Preferred: Graduate degree in business, health care administration, the social sciences or a health care profession.

EQUIPMENT AND COMPUTER OPERATIONS: Experience and basic competence in personal computer use, word processing, database software management, and computer assisted presentations.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED/PREFERRED: Industry certifications related to fund-raising, long-term care facility management and real estate management helpful but not required.

**AFV President and Chief Executive Officer
Job Description**

ESSENTIAL DUTIES & RESPONSIBILITIES: (Duties occupying a major portion of job time/importance)

Essential Duties and Responsibilities:

1. Based upon direction and guidance from all Boards, provides for administration and supervision of all aspects of the leadership, operation and management of the Air Forces Villages, Inc. (AFV Inc.), AF Village Foundation, Inc. (AFV I), AF Village II, Inc. (AFV II), AFV Health Services Corp. (HSC), AF Villages Charitable Foundation (Foundation), Alzheimer's Care and Research Center Foundation (Freedom House), and AF Villages Fund, Inc. (Fund).
2. Effectively interacts in collaboration with the Boards of all AF Village entities. Collaborates with the Executive Committee of the Board in proposing new board members, and in ensuring selection of new board members is accomplished according to the by-laws. Responsible for the orientation and appropriate training of new board members. Regularly reviews policies and by-laws to ensure appropriateness, standardization, currency and avoidance of conflicts with by-laws. Initiates out of cycle or urgent board meetings as appropriate. Ensures budgetary review and compliance, prepares and reviews budgets, then presents budgets regularly to the boards for the execution of their oversight responsibilities. Provides informative briefings to the boards, using initiative and judgment on matters pertaining to overall operations. Ensures all board meetings are properly prepared for, and efficiently conducted. Regularly reviews corporate short- and long-term strategy, and involves boards in determining overall strategic direction. Provides for establishment and regular tracking of management goals, objectives and outcomes. Regularly provides information which facilitates the Boards' abilities to provide oversight and input into direction and progress in attaining set goals.
3. Supervises overall operations. Ensures that close, daily supervision of clinical, professional, and ancillary services operations are conducted to the highest achievable standards, which are in compliance with all legal, regulatory, licensure and accreditation standards and which satisfy the Residents' appropriate needs and customer expectations. Objectively constantly improves quality of life for Residents and overall organizational performance. Appoints subordinates to special projects as appropriate and tracks their progress to completion. Ensures that the employee handbook is maintained, regularly reviewed, and made available to all employees. Ensures that emergency operations plans are reasonable, relevant and effective, and they are exercised at appropriate intervals.
4. Provides overall direction and supervision of new projects and renovations to ensure budgetary, construction and safety standards and timeline compliance. Informs Boards of progress at regular intervals, and brings problems to attention of the Boards. Ensures the highest achievable safety standards are maintained in all facilities and during construction and renovation. Supervises the admissions programs of supported organizations. Ensures marketing and advertising strategies are appropriate for the supported organizations, and that tactical plans to achieve those strategies are executed within measurable goals.
5. Effectively supports and monitors fund-raising operations. Ensures fund-raising is professionally accomplished to the highest standards of integrity and good judgment. Effectively monitors and engages where appropriate in public relations programs, especially those involving the Armed Services.
6. Ensures that there are adequate and appropriate fiscal controls to manage the budget, the investments program, employee benefit programs and financing for capital projects. Ensures compliance with federal, state, and local labor laws. Ensures a qualified and competent deputy assumes leadership in the absence of the incumbent CEO.
7. Provides direct supervision to an executive assistant, responsible for liaison with the Boards, accurate schedules for meetings and appointments, maintenance of documents and files, and for communication and correspondence.
8. Maintains a professional appearance and code of conduct which will ensure that the highest standards of trust and mutual respect with the Residents, the Boards, the employees, the community and potential donors are achieved and maintained.

AFV President and Chief Executive Officer

Job Description

- 9. Builds effective teams, especially among those who are direct reports to the CEO. Mentors, coaches, teach and inspire employees. Evaluates and resolves at the lowest level where possible complaints of employees, subordinates and Residents. Hires and terminates employees as appropriate and sets appropriate compensation levels. Ensures appropriate ongoing education is provided to achieve both the highest achievable standards of care for the Residents, as well as the continuing growth of employees' careers and professional development.

SUBORDINATES: Supervises directly the Chief Financial Officer; Directors of Marketing, Development, Operations, and Capital Projects, and Executive Assistant

INTERNAL CONTROL: Within the scope of position duties, the CEO is responsible for seeing that operations are effective and efficient, assets are safeguarded and applicable laws, regulations, policies and procedures are complied with. The incumbent will necessarily handle confidential and sensitive information and must comply with all applicable standards. Further, the incumbent must ensure that all employees and appropriate volunteers are trained in the proper safeguarding of sensitive information, and that internal controls are in place to ensure ongoing education and compliance.

PHYSICAL/ENVIRONMENTAL DEMANDS: Must be able to perform 8 or more hours daily of generally sedentary work. He/she must have the mobility and stamina to make several visits daily to the various facilities of both Village complexes, both indoors and outdoors. He/she must be able to attend executive level meetings on an ongoing basis. Overnight travel may be required.

WORK SCHEDULE: Core work hours are 8:00am to 5:00pm, week-days. Week-end and evening hour work may be required.

WORK LOCATION: Most work will take place at AFV Corporate offices; however, travel between locations is an essential part of this job.

ATTIRE/DRESS CODE: Professional business attire is appropriate. See employee handbook for specific guidelines.

RANGE OF PAY: Dependent upon qualifications and experience.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

I have read the preceding job description, fully understand the conditions set forth therein and will perform these duties to the best of my ability.

Employee Signature

Date

Supervisor Signature

Date

July 1, 2008
Revised 8/20/09