



## **Position: Executive Director**

The Home Care Aide Council announces an opportunity for an energetic, driven leader to support the legislative and policy initiatives of the organization. The Executive Director drives the organization's vision, while meeting the expectations of our membership and serving as the voice for home care aide services in Massachusetts. The Council is a vibrant nonprofit with a mission to serve and promote Massachusetts home care agencies, with focus on home care aides.

The Council is seeking a full-time Executive Director to lead the policy and legislative agenda of the organization, as well as oversee day-to-day operations. We seek someone who is technologically-savvy, but also people-oriented. Additionally, we are looking for someone with strong policy and legislative interest and experience. A background in home care is a plus. We are a small organization, so you must be willing to roll up your sleeves and work on a variety of projects and tasks. As a small nonprofit, we offer the opportunity to shape our future and grow with us.

### **Responsibilities:**

- Serve as the lead advocate in Massachusetts for legislative initiatives to strengthen and support the Massachusetts home care aide workforce
- Partner with the Executive Office of Elder Affairs and the Executive Office of Health and Human Services to craft and implement standards, policies, programs/pilots/initiatives and contract requirements for the home care aide services network
- Foster coalitions and partnerships with the stakeholder community to strengthen and support the Massachusetts Long Term Care Services and Supports network
- Work in collaboration with a volunteer board of directors, direct and manage all operations and initiatives of the organization including events, educational programs, advocacy, policy formulation, and curriculum development
  - Event Planning- Assist with the planning and coordinating of meetings, conferences, and other events including, registration development and monitoring; coordination of speakers and sponsors; securing space, menus, and audio-visual needs; and overseeing all day-of support for execution of event
  - Implement the strategic vision for the organization, creating both short and long-term goals
- Oversee membership development to include membership outreach and member relationship building
  - Keep members informed through regular meetings, educational programs, and email updates, and provide additional one-on-one support as needed; Coordinate and implement annual membership renewal
- General Office Management
  - Oversee the day-to-day operations of the office including but not limited to:
    - Phone calls, emails and mail messages
    - Support the oversight of the organization's finances and financial reporting
    - Maintain and enhance the Council's website and social media campaigns including, managing the website and online member database; writing copy for and updating the website, Facebook, and Twitter accounts
  - Manage the administrative staff within the organization

### **Skills and Qualifications**

- At least a bachelor's degree from an accredited institution
- Advocacy experience with preference for those with experience working in elder services or home care
- Position is especially well-suited for those with experience in elder issues, health care, state government, public policy, and/or economic issues affecting women and immigrant populations
- Ability to take initiative and work independently
- Ability to build strong working relationships with partners and allies; as well as work collaboratively with a Board
- Ability to multi-task and manage multiple projects with keen attention to detail
- Excellent written and oral communication skills
- Experience with various computer programs including Microsoft Word, Outlook, Quickbooks Online, and Excel
- Statewide travel to meetings and events required

Interested applicants should send a resume and cover letter to:

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