

Executive Search For:

President

Reporting to: Board of Directors

Location: Bismarck, ND



www.ndltca.org

1900 N 11th St Bismarck ND, 58501

701-222-0660

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The Opportunity

The North Dakota Long Term Care Association (NDLTCA), headquarters in Bismarck, ND seeks a dynamic and mission driven leader to serve as its next President. This is a unique opportunity to lead a respected Long Term Care Organization that effectively advocates for its members.

The NDLTCA is North Dakota's only trade association and advocate representing skilled nursing facilities, assisted living communities, and basic care facilities. NDLTCA's 204 member facilities care for more than 8,400 of North Dakota's geriatric and disabled citizens.

Governed by a 13-member Board of Directors, NDLTCA was founded in 1977 as a not-for-profit organization dedicated to enhancing quality long term care at every level. NDLTCA is a member of the profession's premier national organization, the American Health Care Association/National Center for Assisted Living.

NDLTCA provides expert resources and information for senior living providers to make the best decisions to improve and maintain quality care and the quality of life for their residents. Starting with dedicated leaders and a strong Board of Directors, the association staff lead the development of key public policy agendas and then lobby to successfully advocate for these positions. In addition, NDLTCA develops educational programs to help its members better serve their residents in a fast-changing regulatory and reimbursement environment.



Organizational Background

North Dakota Long Term Care Mission

The North Dakota Long Term Care Association is a professional association of community and long term care providers who enhance the lives of people we serve through collaboration, education, and advocacy.

North Dakota Long Term Care Expertise

Advocacy

From the North Dakota General Assembly to regulatory agencies to the United States Congress, NDLTCA advocates for its members, communities, and residents. It tracks and develops policies that impact senior living operations and clinical care and ensure that its members know about these developments and have opportunities to make their voices heard.

Regulatory

NDLTCA provides essential guidance and interpretation of complex state and federal regulations that impact the daily operations of long-term care facilities in North Dakota and the care that professionals provide to residents. Because of strong and trusted relationships with the North Dakota Department of Health and Human Services; it is the go-to entity for members when assistance is needed.

Payment & Reimbursement

Obtaining adequate payment for the essential services provided to North Dakota's elderly and disabled is critical to the success of communities and the hands-on care provided every day. NDLTCA has led the way in the development of the new Nursing Facility Payment System. This helps skilled nursing facilities to navigate in an environment often defined by shrinking state and federal resources. The NDLTCA has also been deeply involved in study and improvement in the Basic Care Payment System.



Organizational Background

Workforce Development

Recruitment and retention of direct care workers is one of the most significant challenges facing long-term care providers across the nation. Increased demand for services due to an aging population and a declining supply of individuals seeking careers in this profession are factors responsible for a looming workforce crisis. It will take a significant effort to attract, recruit and retain skilled workers. NDLTCA is dedicated to supporting its members in their efforts to recruit, train and retain quality staff.

Professional Development

Embracing continuing education can promote professional growth and knowledge and help leaders gain perspective and focus on their roles as they advance the career ladder. NDLTCA's professional development program offers a wide range of options tailored to the needs and schedules of its members.

Quality Initiatives

Continual performance improvement to optimize clinical outcomes and enhance quality of care is a priority for long-term care providers in North Dakota. NDLTCA is working collaboratively with the Department of Health and Human Services and nursing facility members to propose a quality payment component of the NF Payment System. This quality program will be proposed in the 2023 legislative session.



POSITION SUMMARY



The North Dakota Long Term Care Association, a 501 c (6) organization, is seeking a dynamic leader with proven policy, advocacy, communication, leadership and relationship skills to serve as its President. This is an exceptional opportunity to join a strong organization held in high regard by its members and numerous stakeholders, including local, state, and federal legislators and policy makers.

As America's baby boomers continue to age, the increased need for the availability of skilled nursing facilities, assisted living communities and basic care living options has never been more significant. Yet, as we emerge from the pandemic, the NDLTCA and its members are faced with the impacts of a changing state landscape and a membership that has been hit hard by COVID-related challenges, such as recruiting and retaining staff. As a result, NDLTCA members need a strong association, now more than ever.

Reporting to the NDLTCA Board of Directors, the President will work in partnership with the Board, its members and the NDLTCA staff to identify and successfully advocate for the policy and regulatory needs of its diverse membership.

The President will provide leadership and guidance for crucial Association functions, including public policy development, advocacy and lobbying, member services, educational programs, public affairs, media relations, membership recruitment and retention, employee relations and financial management.

This highly visible leadership role requires a strong strategic thinker capable of bringing a diverse membership together to support a common set of goals. The NDLTCA Board is seeking a bridge builder who will work with a high-performing team to achieve goals in support of NDLTCA's mission.

The President is accountable to the Board of the NDLTCA. The President will help guide NDLTCA and its members through a period of significant disruption to the industry. The President has a strong team that communicates effectively and works together well to serve its members.



KEY RESPONSIBILITIES



Member Services and Education Programs

The President and his/her team will serve as a resource and clearing house on issues, activities, programs, and events of interest to members; provide educational programs to meet the identified needs of members facilities; and foster effective interaction among all disciplines on issues affecting facility operations. The President and his/her team will promote active participation in Association activities on the part of the membership, including providing support to committees and task forces. The President collects and analyzes data, conducts research and develops related association programs and policies.

Public Policy

The President and his/her team will represent the collective interests of the members in the legislative and regulatory arenas. The President acts as a central voice to foster a better understanding of the vital role that NDLTCA members play in their communities and the issues and opportunities affecting them.

Public and Media Relations

The President will be the lead liaison with other statewide associations, the American Health Care Association, local, state, and federal government, public service organizations, vendors, and other public or private entities. The President, with support from staff, will be the lead voice for its members with the media.



KEY RESPONSIBILITIES



Membership Recruitment and Retention

The President and his/her team will plan, organize and direct membership promotion and retention activities; evaluate results; recommend policies, procedures and actions to achieve membership retention and growth.

Employee Relations

The President will be responsible for maintaining a professional working environment and providing support to staff to accomplish the work of NDLTCA.

Fiscal Responsibility

The President will, in cooperation with the Budget Committee and the Treasurer, develop, recommend, and, upon approval, operate within the annual budget. The President is responsible for ensuring that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered.



CANIDADATE QUALIFICATIONS



- BS or BA required: law degree or master's in Business Administration, Healthcare Administration, Management or Related Field encouraged
- 10+ years of association or other leadership/management experience required; with 5-7 of those years in Leadership, ideally within a professional healthcare setting
- Experience reporting to, collaborating with, and working alongside a Board of Directors
- Experience in change Management; ability to be effective and pivot during dynamic and challenging times
- Strong understanding of state and federal budget and regulatory policies impacting skilled nursing facilities, assisted living communities and basic case facilities.
- Deep experience in developing and successfully managing advocacy, public affairs, and lobbying programs
- Established relationships in the North Dakota General Assembly, governor's office and related state agencies (preferred)
- History of successful consensus building across diverse viewpoints
- Creative problem-solving skills
- Track record of building coalitions to achieve shared policy goals
- Experience leading and managing a team of professionals
- Experience developing and recommending organizational budgets
- Track record of operating within the established budget or providing acceptable justification for budget variances
- Creativity in developing alternative sources of revenue
- Ability to support staff to meet performance requirements of the Association
- Remain accessible to members and demonstrate a high sensitivity to member needs



CANDIDATE ATTRIBUTES



Leadership

- Results driven
- Clear and concise communicator
- Personally accountable
- Passionate about the member experience
- Strategic and tactical
- Inspires and builds trust
- Active listener
- Ability to handle detailed, complex concepts and problems and to make rapid decisions regarding administrative issues
- Professional and positive

Teamwork

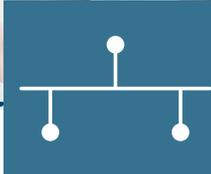
- Builds high performing teams
- Collaborative by nature, but decisive
- Ability to establish strong and appropriate internal and external relationships with executive colleagues, outside agencies, organizations and individuals
- Comfortable with delegation

Culture

- Entrepreneurial
- Transparent, honest and appropriately candid
- Approachable and resilient
- Confident and exhibits humility
- Curious and analytical
- Self-starter



TIMELINE FOR HIRING



February to April 30, 2023

Active recruitment of President candidates

May 2023

Screen all candidates and determine who to interview

June 2023

1st round of interviews

July 2023

2nd round of interviews

August 1, 2023

Offer and Acceptance of employment given by NDLTCA Board

October 1, 2023

New President Begins

October 1, 2023 - December 31, 2023

Orientation Period

- Attend National Convention in Denver, CO.
- Attend State Executive National Meeting in D.C.
- Attend Regional Meetings in ND
- Meet State Officials and Key Legislators



A professional association of community and
LONG TERM CARE **PROVIDERS** who
enhance the lives of people **we serve** through
COLLABORATION, EDUCATION and ADVOCACY

www.NDLTCA.org

NDLTCA MISSION STATEMENT

We are a professional association of long term care and community service providers who enhance the lives of people we serve through collaboration, education, and advocacy.

VISION STATEMENT

The North Dakota Long Term Care Association is recognized as an innovative leader in the continuum of care which has a positive impact on the quality of life of those we serve.

NDLTCA'S CORE VALUES

- We value
- Competence
- Honesty
- Integrity
- Responsiveness
- Trust



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COMPENSATION AND SUBMISSION OF RESUME



Compensation

Depending on the skills and experiences of the individual we are offering a competitive salary and comprehensive benefits package.

Contact Information

If you are qualified and interested in being considered as a candidate for this great opportunity, please feel free to reach out to or submit a cover letter, resume, salary expectations and two letters of references to:

Search Committee NDLTCA
1900 N 11th St
Bismarck, ND 58501
Carol@ndltca.org

Questions?
Contact Shelly at 701-354-9773 or
shelly@ndltca.org