

Employment Opportunity

Executive Director



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www.qtigroup.com/ExecutiveDirector



Greater Wisconsin
Agency on Aging Resources, Inc.

ABOUT THE ORGANIZATION



Helping Leaders in Aging Succeed!

The Greater Wisconsin Agency on Aging Resources, Inc., is a non-profit Area Agency on Aging committed to supporting the successful delivery of aging programs and services in 70 counties and 11 tribes in Wisconsin. GWAAR provides aging lead agencies in their service area with training, technical assistance, and advocacy to ensure the availability and quality of programs and services to meet the changing needs of older people in program and service area (PSA).

The Mission

The mission of the Greater Wisconsin Agency on Aging Resources is to deliver innovative support to lead aging agencies as they work together to promote, protect, and enhance the well-being of older people in Wisconsin.

The Philosophy

At the Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR), they're focused on opportunities and let their principles and values drive all they do as an Area Agency on Aging.

Quality

The top priority is to ensure the programs and services serving Wisconsin's seniors are available, accessible, and meet the highest quality standards. GWAAR continually looks for ways to make those programs and services better, more efficient, and more customer friendly.

Innovation

They look for ways to do more than simply respond to needs—they try to anticipate them. GWAAR fosters new, creative approaches to training and technical assistance and encourages new ideas for providing programs and services that best match the needs of older people in the state.

Leadership

Throughout the agency they demonstrate and recognize leadership. GWAAR tries to not only respond to needs but anticipate them. And because they respect and value the leadership and professionalism of county and tribal aging program staff, they encourage and support leadership development at all staff levels.

ABOUT THE ORGANIZATION

Advocacy

GWAAR plays a leading role in developing and monitoring legislation that may have an impact on older people and works closely with the aging network to promote and advocate for good public policy for Wisconsin's seniors. They also encourage grassroots advocacy and work to deliver clear communication to older people on the issues that affect them.

Special Projects and Programs

GWAAR staff are engaged in a variety of grant-funded projects that support older people and aging professionals, including special projects connecting veterans to home health services and outreach and education on the Medicare and Medicaid programs.

Technical Support, Programs, and Services

The [brochure](#) provides a summary of the technical support, programs and services GWAAR provides in all of Wisconsin's counties and tribes—with the exception of Dane and Milwaukee Counties. Learn about Wisconsin demographic trends on the [Wisconsin Department of Health Services website](#).

Area Agency on Aging Plan 2022-2024

The [three-year plan](#) provides a clear view of GWAAR's structure, the context in which they work, and program goals GWAAR aims to accomplish from 2022-2024.

Affirmative Action Plan

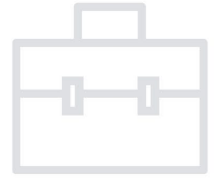
It is GWAAR's policy not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin. For more information, please review the [related information](#) and [Wisconsin's Contract Compliance Law](#).

Wisconsin Aging Network

GWAAR supports and upholds the principles outlined in the [Wisconsin aging network's common identity](#).



ABOUT THE OPPORTUNITY



The **Executive Director** provides leadership in all areas of agency operations. Takes a lead role in preparing the Area Agency on Aging (AAA) Plans, the annual budget, managing agency financial reserves, and planning for the continued professional growth for all staff. In cooperation with the Board of Directors, implements strategic plans designed to ensure the long-term health and growth of the agency. The Executive Director maintains a broad network of community relationships to promote agency visibility and help achieve agency goals.

SPECIFIC RESPONSIBILITIES

Board Operations

- Participate as a member on all active board committees.
- Prepare reports and information as requested by GWAAR Board of Directors.
- Prepare board meeting agendas in consultation with Board Executive Committee.
- Assist in recruiting new board members.
- Update Board Policy Manual annually.
- Train new board members regarding agency mission, goals, and program operations.

Program Operations

- Oversee preparation of all reports necessary to comply with terms of agency contracts.
- Consult with agency staff regularly to ensure efficient day-to-day operations and that agency goals are being met.
- Conduct a written annual review and evaluation of all agency operations.
- Conduct regular meetings with all staff to keep them informed about pertinent agency business.
- Maintain positive working relationships with contacts from the Federal Department of Health and Human Services and the State Wisconsin Department of Health Services and all other funding sources.
- Promote public awareness of the propose, scope, and success of GWAAR.
- Deliver oral and written presentations to legislative bodies and other organizations for the purpose of directing attention and efforts to address and resolve the needs and problems of the elderly.

ABOUT THE OPPORTUNITY

Program Operations cont.

- Oversee preparation of funding proposals to carry-out agency mission and goals.
- Develop tools to measure agency goals.
- Monitor progress toward achieving goals in agency's Area Plan.
- Develop new service ideas consistent with agency mission and strategic plan.
- Promote teamwork and positive agency culture throughout the agency.

Financial Operations

- Oversees the maintenance of the agency's accounting system; submits required reports presenting the financial position of the agency.
- Prepares or directs the preparation of agency budget with input from other staff.
- Manage agency reserves to promote long term growth and stability.

Personnel Operations

- Assist in recruiting qualified applicants to fill staff vacancies.
- Monitor hiring/promotion efforts to ensure that agency standards are followed, and best possible candidate is selected.
- Lead efforts to provide ongoing, positive recognition for all staff.
- Conduct regular performance reviews with management staff.
- Recommend compensation levels for all staff in conjunction with the Board of Directors.
- Consult with management staff on personnel issues when requested.
- Delegate projects that will promote the professional development of all staff.



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Other Responsibilities

- Maintain contact with other local, state, and national agencies serving the elderly.
- Belong to and participate in those organizations related to furthering the agency's mission.
- Attend conferences and workshops that provide for continuing professional development.
- Maintain satisfactory progress on performance goals set with Board of Directors.

Work Environment

The duties include close vision and ability to adjust focus; working in moderate noise levels and with frequent distractions; regularly sitting, standing, using hands, reaching, and lifting or moving up to 10 pounds; occasionally transferring boxes or equipment weighing 30-50 pounds; and frequently traveling mostly by car, including distances of 200+ miles one-way. Some air travel may be necessary.

This is a full-time exempt position working standard business hours Monday through Friday, with some nights, weekends and overnights required.

Executive Director Profile

Vision

The Executive Director must develop a vision and direction that ensures the long-term health of the organization. Skills in strategic planning and goal setting are vital. The Executive Director must have the ability to thrive in and take advantage of an ever-changing political, funding, and legal environment. The Director's vision must be inclusive and involve partnerships with many parts of the community.

Advocacy

The Executive Director must take a leadership role in advocating for and developing positions that positively affect the lives of older Americans in Wisconsin. Working with the public policy staff and other advocacy organizations the Director should advocate for programs and services on both the state and federal level. The Executive Director shall be willing to serve as an advocate for older Americans on various boards, committees, and task forces that seek to improve the lives of elderly citizens.

Staff Relationships and Leadership

The Executive Director must establish and maintain the confidence of all staff. The mission of the agency is accomplished only when the staff is working together in a coordinated fashion. Teamwork is as essential as individual excellence. Under the Executive Director's leadership, employees in different teams, funded by different sources and with specific project goals must have a sense of connectedness with each other.



ABOUT THE OPPORTUNITY

Board of Directors

The Executive Director serves at the pleasure of the Board of Directors. S/he is responsible for delivering reports on many issues and developing an annual budget that is approved by the board. It is essential that the Executive Director have the support and respect of all board members. Trust and confidence between board members and the Executive Director are a must.

Political Relationships

The Executive Director must be able to forge partnerships with political leaders at the county and state level. Contacts with county board supervisors, the county executive, area legislators, and other legislative leaders are important to pursue funding alternatives and improvements in aging and disability related policy.

Evaluation and Measurement

The Executive Director must be committed to conducting evaluations on services that the agency provides and be willing to eliminate or change efforts that are not effective. Tools used to measure outcomes must be user friendly and generate a clear picture of results S/he must pursue a continuous improvement approach with those that have promise and success.

Budget Management

GWAAA has a million dollar+ budget that is a complex mix of county, federal, state, and grant funding. The Executive Director must have knowledge of budget management, be creative in blending funding streams, and make budget decisions that maximize the use of the funds.

Technology

With responsibility for service delivery across 70 counties, technology will play an important role in ensuring that communication with key stakeholders is timely, services are delivered in a cost efficient manner, and staff across the enterprise are kept abreast of what is going on. The Executive Director must be aware of current developments in technology and model the way in using technology to enhance communication with staff.

Commitment to Diversity

The Executive Director has responsibility to implement the organization's affirmative action plan that leads to a diverse work force at all levels of the organization. More than that, s/he must lead agency efforts to create and maintain a work environment that promotes cultural awareness and acceptance of cultural diversity. This leadership helps create a positive work environment as well as providing services that effectively serve a diverse population of seniors, people with disabilities, their families and care givers.

ABOUT MADISON, WISCONSIN



The position is located in Madison, Wisconsin. Madison anchors a thriving economic region of over 536,000 which includes the state capital, the University of Wisconsin-Madison, a world-class research university, and growing technology and research companies -- it is regarded as one of the best places in America to live, work, and play.

Madison is a rare combination of thriving businesses, progressive government, rich culture and advanced education - all in a setting of rare natural beauty. Surrounded by five lakes, laced with bike trails, and enlivened with numerous parks and green spaces, the area offers countless opportunities to enjoy a balanced lifestyle in a dynamic Midwestern city, with the ability to easily enjoy the arts, sporting events, access to exceptional farm-to-table food, boating and water sports on the lakes, hiking, biking, and skiing on the many trails, and camping in a multitude of pristine state parks around the city and the region. Combine these factors with clean air, abundant green space, superior educational and healthcare facilities, a low unemployment rate, and engaged communities, and you have Madison - a great place to live and work.



Madison, Wisconsin consistently earns top results in nationwide quality-of-life rankings, articles and surveys. For more information, please visit:

- visitmadison.com
- agreatermadison.wistia.com

INTERESTED?

Application and Selection Process

Greater WI Agency on Aging Resources has exclusively retained The QTI Group to conduct the search for their new Executive Director. The QTI Group is a comprehensive human resources advisory services firm founded in 1957. QTI is headquartered in Madison, Wisconsin and has five branch offices throughout the state of Wisconsin.

Qualified individuals interested in being considered for the position are invited to submit their resume to: www.qtigroup.com/ExecutiveDirector

Inquiries may be submitted to The QTI Group at the email or phone number listed below.

**Deborah Best, Certified Diversity Recruiter (CDR)
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