



JOB OPENING ANNOUNCEMENT

Date: May 7, 2008

Reports to: Core Leadership Board

Status: Full time, with benefits*; Two year Grant

OPEN UNTIL FILLED

Director

Community Advocates for Rural Elders (CARE) Partnership

Funded by a grant from the Robert Wood Johnson Foundation (RWJF), and led by the Core Leadership Board, the CARE Partnership is charged with envisioning and providing ongoing, sustainable support, services, and advocacy to Clallam County's elder population. The Director provides strong leadership to the Partnership by focusing, overseeing and monitoring the combined efforts of the Board, Board Committees, Staff, Initiative Workgroups, and Initiative Task Forces. He/she plays a pivotal role in developing and ensuring completion of the Strategic Plan, and serves as the primary interface between the grantor (RWJF) and the Partnership.

The Director works collaboratively with the Core Leadership Board, Board Committees, and Initiative Workgroups to identify the needs of the elder population in Clallam County and convene appropriate community partners to find ways to fill those needs. Major tasks involve generating/managing the budget as well as matching fund sources; monitoring progress toward plan deliverables; developing, negotiating, and monitoring contracts; supervising staff (PT Initiative Workgroup Coordinator, PT Admin Assistant); and strengthening the Board by developing a vision with them, executing their decisions, and educating them about the provisions and requirements of the RWJF initiative. The Director assures that the work of all units is in alignment with CARE's mission, identifies/connects related projects, and eliminates duplication of effort. Most importantly, the Director works collaboratively with all Partners to ensure sustainability of the critical work of the CARE Partnership.

Qualifications:

Minimum qualifications include a Bachelor's Degree plus 7 years management experience with government or non-profit agencies, and excellent communication skills. A Master's degree is preferred. Desirable knowledge, skills and abilities include: motivational skills; experience creating partnerships and working with teams/board members; resource development; budget administration; and a seasoned understanding of aging issues, services and needs. This position may require evening meetings and travel. A valid WA state driver's license, auto insurance, and a willingness to travel within/outside WA State are required. Office is located in Port Angeles. American Indian/Alaskan Native preference for Qualified Candidates; EOE

Application Process: Applicants should submit a Jamestown S'Klallam application form, a cover letter and a resume. Apply: **online:** www.jamestowntribe.org; **fax:** (360) 683-4005; **mail:** Human Resources, 1033 Old Blyn Hwy., Sequim, WA 98382. Contact Alison Hobbs, CARE Partnership, (360) 457-0499, for questions/information about the position, and Jamestown S'Klallam Human Resources, (360) 582-5786, for application information.

* Note: Previously announced as a PT position.