



## **KENTUCKY ASSISTED LIVING FACILITIES ASSOCIATION (KALFA) EXECUTIVE DIRECTOR JOB OPENING AND POSITION DESCRIPTION**

### About KALFA

The Kentucky Assisted Living Facilities Association (KALFA) was incorporated in November 1998 as a 501(c)(6) trade association. KALFA's membership is comprised of the large majority of certified assisted living communities (ALCs) in the Commonwealth, as well as a smaller number of other apartment-style senior housing establishments, such as licensed personal care homes and retirement living settings. In addition, industry vendors can join KALFA as associate members.

KALFA's core membership services include education, government relations, research and ongoing communication through a monthly e-newsletter, the website and timely group emails. Policy decisions are made by an eight-member board of directors. There are several standing committees, and ad hoc workgroups are appointed, as needed, to address board-assigned issues.

Please visit [www.kentuckyassistedliving.org](http://www.kentuckyassistedliving.org) to learn more about KALFA and Kentucky's senior housing industry.

### KALFA Executive Director – Position Opening

KALFA is recruiting candidates for the staff position of Executive Director (ED), with a start date of July 1, 2009, and an office re-location in Louisville, Frankfort or Lexington (please see office space options on page 2). Interested persons should mail a resume, cover letter and three references to KALFA, Attn: Search Committee, P.O. Box 518, Buckner, Kentucky 40010. Please confirm your salary requirements and availability as of July 1, 2009.

### KALFA Executive Director – Position Overview

KALFA is a small state trade association, which requires its one-person staff position of ED to handle all programming and day-to-day tasks. Approximately three-fourths of the ED's responsibilities are administrative in nature, including bookkeeping, answering the telephone, processing membership dues and education registrations, staffing board and committee meetings, maintaining website content, initiating member email correspondence, writing the monthly e-newsletter, coordinating annual data collection and performing other related administrative duties. The balance of responsibilities are critically important to the entire industry, including legislative & regulatory lobbying, serving as a key technical resource professional for members on industry-related issues, providing policy guidance to the board of directors and committees, developing an annual conference and other educational offerings, periodically presenting at training sessions, and being an industry spokesperson when delegated by the board of directors. The position typically entails a modest amount of travel, such as to legislative and regulatory meetings in Frankfort, as well as to in-state association board and committee meetings.

### KALFA Executive Director – Required Skills & Experience

Because of the ED's varied and all-inclusive responsibilities, qualified candidates must possess a strong combination of professional skills and relevant experience. Required skills and experience include: organization and planning; business writing and newsletter content; public speaking; and, basic bookkeeping. Preferred skills and experience include: bachelor's degree; knowledge of senior housing; association experience; and, legislative and regulatory lobbying. KALFA is an equal opportunity employer.

### KALFA Executive Director – Office Space Options

Ongoing communication with KALFA members primarily occurs through telephone conversations, emails and off-site meetings. As a result, consideration will be given to flexible and cost-effective office space options, including freestanding rental, shared office space with another entity or a home-based operation. Regardless of location, the KALFA Office must be a professional business environment that includes all necessary equipment, such as a computer, printer, photocopier, fax machine and telephone.