



National Alliance for Caregiving
1730 Rhode Island Avenue, Suite 812
Washington, DC 20036

Job Title: President and Chief Executive Officer
Reports To: NAC Board of Directors and Executive Committee

JOB DESCRIPTION

The National Alliance for Caregiving is a Section 501(c)(3) public charity that is a national and international influencer, working to advocate on behalf of family caregivers through the development of public policy research, the sharing of innovative best practices, and engagement with policymakers and key stakeholders in the United States and abroad. The role of President and Chief Executive Officer (President/CEO) requires an engaged, passionate leader who is willing to roll up their sleeves to carry out research, engage in advocacy, and drive policy changes that improve the lives of family caregivers. The President/CEO has full responsibility and accountability for the success of the organization.

The President/CEO reports to and works with the Board of Directors to provide a vision for the direction of the organization, to manage the human and financial resources of the organization. As a spokesperson for NAC, the President/CEO leads external and internal policy and program development and is responsible for the organization's operations. To sustain the work of NAC, the President/CEO should be actively involved and engaged in developing a diverse stream of revenue that is aligned with NAC's mission and can sustain the organization financially.

The President/CEO holds their office at the pleasure of the Board and serves as an *ex-officio*, non-voting member of the Board. The President/CEO has the power to designate, appoint, or remove employees of the organization and to make day-to-day operational decisions.

QUALIFICATIONS

The President/CEO must have the following qualifications:

- **Subject-Matter Expertise**
 - Experience working with national organizations and federal policymakers on public policy, public health, health or social service systems, prevention, aging, or other related sectors of relevance to family caregivers.
 - Knowledge of the needs of family caregivers, the research landscape, and the interests of private sector businesses. Willingness to engage in continuous learning as the caregiving field evolves.
- **Leadership**
 - Demonstrated leadership ability, including skill in negotiating, consensus building, partnership development, and problem solving.
 - Excellent analytical, communications, and interpersonal skills. Established writing and public speaking ability.
 - Management experience, including recruitment, development, and retention of staff; making performance-related decisions; and fostering and mentoring great leaders.

- Highly motivated and creative, with a solid business and work ethic, sound judgment, and ability to handle pressure well. Integrity, persistence, persuasiveness, and perseverance are essential.
- **Organizational Support**
 - Program management experience, including making operational adjustments as needed to keep projects on time, on scope, and within budget.
 - Success in development, including identifying a strategic course to diversify organizational funds; fundraising with corporate and federal partners; identifying, and building relationships with donors; supporting grants and grant applications, sponsorships, contracts, and other ways of raising revenue for a public charity.
 - Understanding of contracts, core accounting, human resource, and basic legal compliance required to manage risk and maintain nonprofit status.
 - Proficient in computer skills and an understanding of the changing information technology arena, including social media.
 - Strong organizational, marketing, and resource management skills.

Preference will be given to those with significant experience in consumer advocacy, non-profit management, and/or public or private sector partnerships. A bachelor's degree is required; a graduate degree in a related field of interest is preferred.

DUTIES AND RESPONSIBILITIES

- **Board of Directors Relations:** Develops and maintains a strong working relationship and a system for sharing information that allows the Board to effectively carry out its governance role. Provides timely, regular updates to the Board and identifies opportunities for members of the Board to engage in the organization's work. Identifies potential Board members and makes recommendations to the appropriate committees of the Board.
- **Financial Management:** Exercises sound business judgment in the management of the organization's assets, including financial, human, and goodwill resources. Manages risk and practices sound financial and legal management. Ensures that transparent accounting procedures are in place, and conducts an annual financial audit, in line with all additional tax filing and legal requirements.
- **Planning, Development, and Fundraising:** Develops and proposes an annual plan for the organization in line with NAC's budget and the goals of the Board of Directors; supports the ongoing development and maintenance of a strategic plan; stays abreast of news and innovations in the field and identifies opportunities for the organization to chart new territory. Prioritizes a sustainable development plan and fundraises to meet organizational goals.
- **Communications and Public Relations:** Serves as the primary spokesperson for the organization, making speeches and appearances, talking with the media, and pursuing other appropriate opportunities for contact with the public, philanthropic, and private sectors. Offers a brokering role to foster dialogue and collaboration between the organization's members and external stakeholders, such as federal agencies, private corporations, nonprofit organizations, and academic institutions.
- **Administration:** Executes contracts and commitments to accomplish the work of the organization. Directly hires and supervises senior management personnel. Reviews and authorizes the hiring of support personnel. Oversees all staff compensation, promotion, and termination decisions.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Aligned with NAC's mission and cultural values, the organization has a strong commitment to diversity, equity, and inclusion. This commitment is coupled with an important recognition that there is considerable diversity among caregivers and a diversity of caregiving experiences. NAC therefore encourages candidates of diverse backgrounds who will model inclusive behaviors, foster an organizational culture that values the contributions and perspectives of all team members, and carry out NAC's mission to strive for equitable experiences and outcomes for family caregivers.

LOCATION

NAC's office is located in Washington, DC. It is anticipated that the President/CEO be based in the DC/Maryland/Virginia region to oversee the organization and staff and engage in interactions with stakeholders at the federal level. The President/CEO must be willing to travel as necessary to present at conferences, fundraise, and engage with U.S. state and local stakeholders.

TIMELINE AND CONTACT INFORMATION

To apply, please submit a cover letter and resume to nacexec@caregiving.org. Applications open on January 26, 2022, and the period for accepting application closes on February 16, 2022. Reviews of applications will begin on a rolling basis. Questions can be sent to the Search Committee by emailing nacexec@caregiving.org.