

EXECUTIVE DIRECTOR--The Missouri Assisted Living Association is seeking a qualified individual responsible for implementation of policies set forth by the Board of Directors as well as annual goals and objectives. The Executive Director is charged with financial, program, and administrative management of the association. Past management experience and knowledge of the state legislative process as well as state regulations is a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for overall leadership of staff in activities that accomplish the association's goals and objectives.
- Responsible for the financial management of the association, including the development and implementation of the annual budget.
- Serve as liaison with other organizations and regulatory agency staff.
- Responsible for the implementation of the policies and programs approved by the Board, and shall work together with the Board, committees of the Board, and other committees in implementing such policies and programs.
- Provide the following services: member, financial, administrative, managerial, public relations, networking, legislative, regulatory, educational, and program planning.
- Other duties may be assigned.

Salary 70K with benefits available. All Applications must be submitted no later than September 30, 2024.

Please submit application to keith@malarcf.org

Or mail to:

MALA
2407 B Hyde Park Rd
Jefferson City, Mo 65109