



## Chief Executive Officer - Position Profile

### Position Title: Chief Executive Officer

IACP is a small association with a huge impact, reach and responsibility, supporting over 125 organizations with 30,000 employees who serve 160,000 Iowans.

The Chief Executive Officer (CEO) of the Iowa Association of Community Providers is responsible for leading the implementation of strategic initiatives while providing management oversight for an assigned set of core services and/or programs. This position gives priority consideration to the needs of the association over their assigned scope. Management of risk for the association, reinforcement of compliance and continuous quality improvement, achievement of results/outcomes and guiding sustainable growth patterns at a service level provide a context for responsibilities. The position requires some level of detail with delegation of responsibilities to a small staff. Primary focus is on long term, big picture, large-scale systems, while keeping track of detail of ever-changing federal and state laws, regulations and political landscape.

The CEO's responsibility for core services include: working closely with the IACP Board of Directors; association committees; a diverse provider membership, national and local strategic related industry partners. This role may participate in grant activities, training, data collection and reporting, etc., as necessary to meet the goals of the association. This role acts to facilitate legislative priorities with and between the state association and providers, funders, regulators, legislators, regional entities, and managed care providers within the State. This role, in close coordination with the Board of Directors, must provide leadership to the overall strategy and direction for the association.

The CEO is the voice and face of the association's leadership and membership and will routinely disseminate information as a spokesperson for the association. This role often works within a political environment - as a representative for the association. This role does not act as the spokesperson for any single provider member, but may facilitate communication or access to decision makers as an occasional ambassador for a group of members striving to resolve association related service provision issues.

The CEO oversees association operations teams and committees as needed to meet the strategic goals of the association. This position necessitates regular participation with state and national groups and organizations. Participation with committee meetings, board meetings, conferences, etc., and carrying out directives of the Executive Committee and/or the association Board of Directors. This role acts to promote leadership collaboration for driving achievement of mission-directed and association-directed outcomes and results.

### **Qualifications**

For this position a masters level degree is preferred, with at least 7 years of executive leadership experience. And, Board experience is desirable.

### **ESSENTIAL POSITION EXPECTATIONS:**

#### **Business Operations**

1. Lead the development of the Strategic Plan with the direction/support of the Board of Directors.
2. Lead the development and completion of annual operating plans as needed.
3. Develop and implement appropriate measurement systems to ensure results, targets and goals are met.
4. Oversee planning of priorities and implementation of marketing, service strategies and activities for increasing and retaining association membership.
5. Plan and establish methods to monitor, evaluate, and communicate association's performance of all association activities.
6. Build and maintain external relationships with other associations, funders, service providers, and regulatory agencies/partners.
7. Provide leadership in the planning and implementation of business development initiatives in support of the association's mission, vision and strategy.
8. Ensure association resources are available and in place to achieve expected outcomes.

#### **Financial Management**

1. Monitor and supervise association financial systems to ensure accurate, consistent and timely account of record.
2. Develop, monitor and implement the association budget to achieve service/departmental and associational objectives.
3. Analyze and monitor the ongoing financial results of the organization for the Board and membership.
4. Analyze and monitor financial performance and facilitate an annual audit for Board review.

#### **Policy Management**

1. Develop annual legislative agenda with the Governmental Relations committee and membership input.
2. Develop effective partnerships to drive policy change initiatives. Work with State and Federal leadership e.g., DHS, IME, the legislature and congress, National Council, ANCOR, the Medical Assistance Advisory Committee (MAAC), and other association and member groups as necessary.
3. Monitor and report on Policy change initiatives throughout the change process.
4. Facilitate "Hill" events, and other outreach events as necessary, to help promote member participation in the advocacy and legislative process.

#### **Information Management**

1. Develop and maintain appropriate internal and external communication pathways.
2. Ensure the appropriate information systems are in place.
3. Develop and implement information systems to comply with all regulatory requirements.

### **Human Resource Management**

1. Lead the retention and development of staff.
2. Monitor and manage an ongoing effective staffing strategy.
3. Foster a culture of learning, development and personal accountability.
4. Coach and mentor the IACP team in preparation of advancing in future roles and responsibilities.
5. Demonstrate personal commitment to enhance knowledge, skills and abilities of staff.
6. Ensure that IACP team leaders have the resources, knowledge, and skill needed to improve and implement associational systems in the scope of program management.
7. Provide leadership in the selection, evaluation, development, and promotion of staff.

### **Association Governance**

1. Foster the growth and development of leaders as knowledgeable, participative association stakeholders.
2. Encourage and lead participation in advocacy endeavors at local, state and national levels.
3. Promote inclusion within the practices and policies of the association to provide equal access to opportunities and resources for people who might otherwise be excluded or marginalized.
4. Build the IACP Board of directors and all committees of the association to encourage broad representation of all service provider types, geographic regions, organizational size, and gender.

### **Quality Management**

1. Lead and promote process improvement strategies that improve satisfaction and customer service.
2. Identify and develop benchmarks for establishing committee performance standards.
3. Ensuring operations are effectively managed for achieving annual operating plan objectives, meeting compliance standards, and continuously improving quality.

### **Risk Management**

1. Develop a risk management plan specific to internal association issues and membership concerns and external factors, e.g., (managed care, pandemic concerns, Department of Justice issues, etc.)
2. Establish and implement a plan for disaster preparedness response and recovery.
3. Maintain compliance with relevant federal and state laws and regulations.

**Business Experience**

	<i>None=0</i>	<i>Limited=1</i>	<i>Moderate=2</i>	<i>Extensive=3</i>
Business and Financial Operations Human Resource Management Quality Improvement and Information Management Risk Management				

For areas marked **Moderate** or **Extensive** provide brief example(s) of experience:

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**Policy Management**

	<i>None=0</i>	<i>Limited=1</i>	<i>Moderate=2</i>	<i>Extensive=3</i>
Communication & building effective partnerships Leadership in Cross-Functional Teams and Projects Providing expert counsel and support Change leadership (advocate and catalyst roles) Coaching and mentoring High-risk decision-making				

For areas marked **Moderate** or **Extensive** provide brief example(s) of experience:

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**Competency Assessment**

	<i>None=0</i>	<i>Limited=1</i>	<i>Moderate=2</i>	<i>Extensive=3</i>
Actively Develop and Lead Teams Achieve Results Make Sound Decisions Collaborate Act Strategically Embrace Change				

For areas marked **Moderate** or **Extensive** provide brief example(s) of experience:

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