



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT  
PRESIDENT AND CHIEF EXECUTIVE OFFICER  
GUARDIAN ANGELS OF ELK RIVER**

**ORGANIZATIONAL OVERVIEW**

Guardian Angels of Elk River (Guardian Angels) is a faith-based, nonprofit older adult services organization offering a full continuum of care among five communities in the northwest exurbs of the Twin Cities area.

The organization was founded in 1962 under the sponsorship of Holy Trinity Episcopal Church of Elk River in cooperation with the city's business leaders and medical community, with an aim to serve the older population of Elk River and surrounding communities.

Mission: Guardian Angels provides exceptional healthcare, housing, and supportive services to seniors and their families in the spirit of Christ's love.

Today, Guardian Angels serves more than 3,000 individuals and their families each year in the communities of Albertville, Becker, Elk River, Otsego, and Zimmerman. There are over 600 staff and hundreds of volunteers that live out the mission of the organization.

**PRIMARY AREAS OF RESPONSIBILITY**

Reporting to the Guardian Angels Board of Directors, the President and Chief Executive Officer (CEO) provides the organization with strategic direction and visionary leadership that will position Guardian Angels for future growth and success while maintaining the organization's reputation as a provider of quality care and support services. The CEO also models a positive and professional image that emulates the organization's Christian mission and encourages a spirit of cooperation. The primary responsibilities are:

- **Executive Leadership and Communication:** Working with the Board, drive the development of, and fully implement the short- and long-range plans of Guardian Angels, clearly articulating organizational goals for financial and programmatic stability and growth; Motivate and inspire others to support the vision of Guardian Angels. Leverage Board member talent and maximize engagement.
- **Relationship Management:** Represent Guardian Angels at formal public events, with the media, among peer organizations, and in the community; Serve as the primary organizational representative at legislative hearings; Remain current on passed and pending state and federal legislation, advocating for support and preservation of Guardian Angels programs and services.
- **Financial Planning and Management:** Work with the CFO to ensure Guardian Angels operates in a fiscally responsible manner; Establish long-term stability building on existing models and revenue streams and developing new ones as appropriate; Take a visible leadership role in Guardian Angels' fund development; Oversee a \$34 million annual budget and manage over \$78 million in assets; Ensure long-term financial stability; oversee the development and management of budgetary and financial controls and procedures, including annual audits; keep the Board informed of financial, operational, and other critical issues.
- **Operational Planning and Management:** Oversee the implementation of programs and services; Evaluate organizational structure and roles to best serve long-term needs and strategy; Recommend to the Board new programs and services, mergers, joint ventures,

- capital improvements, and property development considerations; Ensure resident and staff safety and compliance with regulating agencies.
- **Human Resources Planning and Management:** Cultivate and maintain a high-performing senior leadership team; Encourage a learning environment and culture of excellence; In coordination with the Director of Human Resources, oversee employee and labor relations; Foster a culture of cooperation and mutual respect, focusing on outstanding performance.

## **DESIRED QUALIFICATIONS**

### *Education/Licensure*

- Bachelor's degree in Health Care Administration or related field; Master's degree preferred.
- Licensed Nursing Home Administrator and Licensed Assisted Living Director credentials preferred.

### *Experience*

- Ten years of increasingly responsible leadership positions in an upper management role in older adult services or health care.
- Significant experience and knowledge in senior housing, assisted living, skilled nursing care, hospice care, and home health care.
- Expertise in national long-term care and housing issues and trends, including HUD regulations.
- Demonstrated understanding of nonprofit governance and fiscal management.
- Ability and commitment to be an engaging ambassador and advocate for Guardian Angels with key industry, community, and government leaders, as well as media organizations.
- Documented successful track record regarding state and federal regulations and survey results.
- Demonstrated commitment to older adults, and the ability to forge meaningful and lasting connections in the communities in which Guardian Angels operates.
- Strong knowledge of contracts and negotiation skills.
- Program planning, development, implementation, management, and evaluation.
- Proven administrative competence in areas such as financial management, budgeting, marketing, technology, planning, and goal setting.
- Ability to remain calm in the midst of high stress situations.
- Ability to recruit, retain, and develop a diverse and committed staff and consultants in a highly competitive market.
- Availability to be on call at all hours and travel between Guardian Angels sites as required.

## **COMPENSATION**

The compensation range is \$250K to \$290K base salary and is commensurate with experience and qualifications. In addition, Guardian Angels offers a competitive and comprehensive benefits package. Relocation assistance is available.

## **TO APPLY**

Guardian Angels is committed to creating a diverse and inclusive workplace, and is an EOE/AA employer. Guardian Angels will accept applications through January 15, 2022. Cincinnatus invites interested candidates to send an electronic letter of introduction and résumé to [employment@cincinnatus.com](mailto:employment@cincinnatus.com), or a hard copy to Employment, Cincinnatus, 1041 Grand Avenue, PMB 229, Saint Paul, MN 55105.