



Executive Director Search

Northwest USA

CONFIDENTIAL

We are specifically looking for a great, engaged top-level Club GM for this position.

This is an excellent opportunity to transition to a unique, diverse and growing world of senior living. This client is wanting the expertise of a hospitality professional to break the traditional senior living mold. NO medical, senior living, or other related experience is necessary however a proven track record of hospitality excellence and at minimum a bachelor's degree is. Post bachelor's degrees are a bonus!

If you are ready for a new chapter in your career using the experience you have built working with members, staff and governance, this may be a great opportunity!

Our client is a premier, nation-wide, company that offers outstanding work-life balance, quality of life and is considered a leader in the industry. This position offers full relocation, an excellent salary and complete benefits.

Job Title: Executive Director

Directly supervises Department Managers

Property: Premier Senior Living Community

Reports to: Regional Director of Operations

REQUIRED QUALIFICATIONS:

- At least six years' as General Manager or Director of Operations with stable experience in the hospitality industry; hotels, resorts, private clubs.
- Charismatic, sales'-oriented Manager who is genuinely interested in building strong relationships with residents, staff, and guests. Some previous work with seniors is preferred.
- Ability to provide leadership to a staff with diverse skills. This includes members with medical training.
- Ideally will provide personal, empathetic, and meaningful service and be an inspiration to the staff in this area.
- Must be able to give persuasive oral presentations to groups of all sizes.
- Ability to communicate tactfully with staff, residents, family members, visitors, state agency personnel, and the general public.
- Must be willing to work weekends and evenings as necessary.
- **Bachelor's degree (minimum required) in business, hospitality or health care industry.**
- Intermediate knowledge of MS Office, especially Excel and Word.

POSITION RESPONSIBILITIES:

- Ensure that goals and standards of the Community are upheld in all areas of the operation.

- Provide strong leadership, including a daily meeting to help build a culture of commitment to the mission, values, and standards of the organization.
- Participate actively in team sales meetings by sharing ideas, helping develop others' ideas and evaluating proposed courses of action.
- Use the organization's communication tools/strategies to build trust and resolve prospects' ambivalence.
- Help recruit, hire, train, and lead staff to achieve operational objectives.
- Lead, train and continually reinforce a culture of hospitality and service excellence.
- Plan, develop, evaluate, implement, and enforce approved community policies.
- Plan, organize, and lead the staff to produce resident satisfaction, positive cash flows and profitability.
- Ensure residents' rights are upheld to the highest standards.
- Maintain a safe, appealing and clean environment for residents and staff that meets or exceeds regulatory requirements.
- Establish agreements and contracts as necessary to assure services are provided.
- Follow expense authorization procedures when making purchases or commitments.
- Delegate appropriately to ensure growth of the staff while maintaining accountability.
- Ensure that team members are empowered to provide outstanding hospitality and service.
- Responsible for the completion, storage, and submission of reports and records as necessary to meet regulatory and management requirements.
- Perform all other duties as assigned

Salary & Benefits

This position has an excellent salary and benefits package and is commensurate with qualifications and experience.

Applications

Please send your CONFIDENTIAL resume and cover letter that clearly explains why you would want to transition from the Club business to this position to Brian Marcus, Global Hospitality. brian@globalhospitality.com.