



The California Association of Public Authorities (CAPA) for In Home Supportive Services (IHSS) is a statewide 501(c)(6) non-profit organization of county IHSS Public Authorities and Non-Profit Consortia, which were established to protect and enhance the quality of IHSS and provide seniors and people with disabilities access to personal assistance to meet their needs and support the choice to live independently. Public Authorities are responsible for maintaining caregiver registries, providing IHSS consumers with caregiver referrals, and providing for consumer and caregiver training. In addition to these services, Public Authorities are the employer of record for purposes of collective bargaining. Public Authorities are required to have an IHSS consumer-majority advisory committee. The county Board of Supervisors serves as the governing body of the Public Authority and may delegate that role to a consumer-majority governing board.

POSITION SUMMARY

The Executive Director is responsible to the CAPA Board of Directors and provides assistance and recommendations for the effective operation of CAPA, implementation of Board policies, and for the development of organizational objectives designed to ensure the success of the association's future operation. This requires having extensive knowledge of the state legislative process and channels for advocacy, and requires the ability to develop strong, working partnerships with organizations that support the senior/aging population and persons with disabilities. The Executive Director also develops and manages the CAPA annual budget, works with the Board to maintain the financial sustainability of the Association, and administers the day-to-day operations of the Association.

ESSENTIAL RESPONSIBILITIES AND FUNCTIONS

High-energy individual exhibiting superior attention to detail, time management, and consistent follow-through. Demonstrated ability to initiate and maintain connections and relationships with the state administration, legislative officials and staff, and Long-Term Support Service (LTSS) thought leaders. The ideal candidate in this role should have a positive attitude, flexibility, integrity, kindness, and is highly ethical and committed to diversity

A. Public Advocacy and Relationship Building

- Build and maintain leadership in state discussions on IHSS and aging and disability issues through proactive education of the membership and strong relationships with state agencies, the California Legislature, Governor's Office, and stakeholders.
- Maintain strong working relationships with California State Association of Counties (CSAC), County Welfare Directors Association (CWDA), and aging and disability organizations to keep CAPA on the forefront of LTSS policy trends and changes.
- Directly and in partnership with CAPA members agencies, promote the work of Public Authorities with stakeholders and key influencers in the LTSS arena.
- Represent CAPA at legislative and budget hearings, IHSS stakeholder events, conferences, and events, and secure speaking engagements, to promote the work of Public Authorities and elevate the organization's profile.
- Screen all bills introduced and amended in the Legislative Session for those that impact In-Home Supportive Services.
- Review all State Budget proposals for items impacting In-Home Supportive Services and/or CAPA. Monitor actions of Assembly Budget Subcommittee No. 1 on Health and Human Services and Senate Budget Subcommittee No. 3 on Health and Human Services. Communicate CAPA's priorities to Budget Subcommittee members and staff, legislative leadership, and the Governor's Office, both orally and in writing.
- Prepare and submit letters of support or opposition on bills and budget issues for which CAPA has a position.

B. Organize and manage CAPA meetings

- Develop strong and cooperative working relationships with CAPA Board members and Public Authority staff to maintain and increase engagement in the association.
- Prepare agendas for Board meetings, present issues and reports to the Board for action and/or authorization and implement Board policies as directed.
- Foster an environment where members effectively collaborate and all the voices of this diverse membership group, small and large, are heard.
- Communicate effectively and ensure members are well served, appreciate the value of, and remain active in CAPA. Promote the value of the CAPA to members and potential members.

C. Administration and Operations

- Manage all CAPA operations to meet organizational goals including communications, contracts, compliance with state filing requirements, and quarterly lobbying reports.
- Develop and oversee the annual budget, and in partnership with the Treasurer, ensure adherence to policies and procedures related to CAPA finances.
- Manage the association's financial assets in a manner which ensures the viability of CAPA in compliance with laws and regulations, and consistent with the values of the organization.
- Conduct risk management and maintain appropriate insurance coverage.

REQUIRED COMPETENCIES

- Leadership – A leadership style that is confident and diplomatic with a natural ability to engage and motivate others.
- Collaboration – An ability to effectively engage with internal and external stakeholders on a wide variety of issues.
- Management – A hands-on manager with the ability to manage their time through superior planning skills.
- Communication skills – Strong presentation and speaking skills, with effective listening and facilitation skills.
- Analytical – Ability to analyze legislation and budget documents and formulate savvy political strategies.
- Negotiation Skills – ability to be diplomatic and persuasive in order to broker compromises and deals.
- Writing Skills – ability to summarize complex and lengthy documents and communicate key points in a concise and clear manner. Prepare written materials (i.e., draft legislation, legislative updates) to keep board members informed and to help influence public opinion and policy.
- Research Skills – ability to gather historical and current information to understand relevant issues and formulate sound arguments and further CAPA goals and objectives.
- Excel Skills – ability to create and manipulate spreadsheets to find answers quickly and accurately and create visual representations that help readers digest the data and make data informed decisions.

PREFERRED EDUCATION AND EXPERIENCE

- Undergraduate degree required.
- 5 years professional experience in government affairs, policy, and/or politics.

- Experience with issues relating to seniors/aging population and persons with disabilities.
- Public speaking and spokesperson experience with the legislature required.
- Demonstrated success building connections, collaborations, and coalitions with individuals and other groups on issues of common concern.
- Understanding and support of the Independent Living Movement philosophy.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position typically functions indoors in an office environment.
- The noise level in the work environment is light to moderate, associated with business office equipment.
- Some travel may be required. Sacramento-based (can work remotely)

PHYSICAL REQUIREMENTS:

The physical requirements include activities commonly associated with office environments, including sitting, light lifting, among others. Reasonable accommodations will be made to enable individuals with disabilities to perform these functions.

COMPENSATION: Competitive salary and benefits commensurate with skills and experience.

TO APPLY

Send resume, cover letter, and the names of three work-related references to Norma Olivarez at norma.olivarez@capaihss.org by October 4, 2021. Please include "CAPA Executive Director" in the subject line.