



**Emerald Communities is seeking a passionate Executive Director to lead Heron's Key, our senior living community, in Gig Harbor, WA!**

The Executive Director oversees and ensures management, planning, organization, leadership, motivation, evaluation, and control in all operating departments, functions, and activities of the organization.

Heron's Key, operated by Emerald Communities, is a not-for-profit Life Plan Community situated on 18 acres in the Harbor Hill neighborhood of Gig Harbor, Washington. We are dedicated to providing our residents the best senior living experience in the Puget Sound area and offer a full continuum of care from independent living to assisted living and skilled nursing. This position will report to the Vice President of Operations at Emerald Communities.

**Primary Responsibilities:**

- Oversees the daily operations of Heron's Key operations to ensure that all functions are conducted in accordance with the corporate philosophy and mission.
- Develops short and long-range operational & strategic goals and plans to improve internal operations.
- Ensures organization operates within established and approved budgets.
- Prepares annual departmental budgets to provide appropriate level of care and establish financial goals.
- Assists Heron's Key leaders in the development and implementation of new programs and policies.
- Manages the functional directors and community staff and provides succession plan for key management team members.
- Conducts an ongoing review of organizational structure and staffing requirements and implements changes within the limits of the budget.
- Properly represents and appropriately advocates the concerns and interests of the residents, management staff and employees.
- Monitors and reacts to improve resident satisfaction.
- Works with the leadership team to drive employee engagement.
- Nurtures a strong, positive relationship with the Residents' Association and Residents' Council.

- Responds to internal and external communication timely and appropriately utilizing customer service approach.
- Develops & implements departmental policies & procedures.
- Supports employee Safety programs and initiatives.

**Required Knowledge, Skills and Experience:**

- Bachelor degree with emphasis on health care administration, gerontology, management or related areas preferred.
- Nursing Home Administrator (NHA) license required or actively obtaining.
- Minimum five years' experience in retirement center administration required.
- Thorough understanding of federal, state & local laws and rules affecting the organization.
- Proven skills in planning, organization and delegation and finance required.
- Proven skills in effective oral and written communication with Board, residents, families, and staff.
- Able to mentor, coach, guide, and lead staff members. Demonstrated ability to drive employee engagement.
- Understand and use short range and strategic planning skills.
- Good judgment. Able to make sensible decisions.
- Professional demeanor tactful, responsive to the Board, resident and staff concerns, flexible.
- Active participation and leadership role in LeadingAge and LeadingAge of Washington.

Emerald Communities offers a competitive salary and comprehensive benefits package, including, 100% employer paid medical, dental, vision and life insurance.

If you are interested in joining our mission-driven organization, we want to hear from you!  
Please email or mail resume and cover letter to:

Ashley Horsefield, Corporate Recruiter  
[Ashleyh@emeraldcommunities.com](mailto:Ashleyh@emeraldcommunities.com)  
(206) 291-7154

[www.emeraldcommunities.com](http://www.emeraldcommunities.com)

*This role will be required to provide proof of COVID-19 vaccination as a condition of employment*

*Emerald Communities is an Equal Opportunity Employer*