

Executive Director (Memphis TN)

We are seeking an experienced Executive Director for our Glenmary community in Memphis, TN which is a gated high-rise building with 52 ALF apts and 109 ILF. This position oversees the day-to-day aspects of administration, financial performance, compliance with regulations and policies, operations, marketing, and must work consistently and seamlessly with Regional and Home Office management.

Current ALF administrators/executive directors with 3-years of experience is preferred. A proven track record of effective leadership, organization, communication, mentorship skills, teamwork, and budget compliance is required.

We offer a competitive base salary (based on administrator experience), benefits, and incentives which includes a monthly cell phone allowance, and a sign-on bonus following 120-days of successful employment and demonstrating your abilities to meet expectations. (No relocation package is available).

If you are interested in joining a team which believes that caring, passion, and respect provides the foundation for each resident's highest quality of life – then respond with your cover letter, resume and administrator credentials.

This job is full-time, salary/exempt. The ability to be on call, substitute for management staff and occasionally work night, weekends, holidays is required.