

Executive Director
West Virginia Nursing Home Administrators Licensing Board (WVNHALB)
Winfield, West Virginia

The West Virginia Nursing Home Administrators Licensing Board is seeking a highly organized, ethical, and mission-driven professional to serve as Executive Director. This position provides leadership and oversight of the Board's daily operations and ensures the effective administration of licensing and regulatory responsibilities in accordance with West Virginia law.

The Executive Director serves as the primary operational leader and administrative representative of the Board, supporting its mission to protect the public by ensuring qualified and competent nursing home administrators are licensed and regulated within the State of West Virginia.

Position Summary

The Executive Director is responsible for managing all operational, administrative, regulatory, and financial functions of the Board. The position works closely with Board members, state agencies, national organizations, and stakeholders to administer licensure programs, ensure regulatory compliance, and support policy implementation.

Key Responsibilities

Board Administration & Operations

- Direct and manage the day-to-day operations of the Licensing Board office.
- Serve as the Board's official administrative representative in communications, meetings, and professional correspondence.
- Prepare agendas, reports, and supporting materials for Board meetings.
- Implement Board policies and ensure compliance with applicable state laws and regulations.
- Maintain accurate and confidential records related to licensees and applicants.

Licensing & Regulatory Oversight

- Review and evaluate applications for licensure, temporary permits, emergency permits, and Administrator-in-Training (AIT) permits.
- Coordinate credentialing processes and provide recommendations to the Board regarding applicant eligibility.
- Prepare licensing materials for Board review and action.
- Monitor federal and state regulatory developments affecting nursing home administrator licensure and advise the Board accordingly.
- Coordinate administration of the NAB (National Association of Boards of Examiners) examination and oversee state licensing examinations.

Financial Administration

- Maintain accurate financial records for the Board.
- Manage accounts payable, receivables, billing, and financial documentation.
- Ensure fiscal accountability and compliance with applicable state financial requirements.

Intergovernmental & Professional Relations

- Serve as liaison to the West Virginia Department of Health, Office of Health Facility Licensure and Certification, and other governmental entities.

- Coordinate communication with licensing boards nationwide and relevant professional organizations.
- Represent the Board in meetings, presentations, and legislative settings as needed.

Strategic & Regulatory Support

- Assist the Board in fulfilling statutory duties under West Virginia law.
- Develop operational plans and administrative procedures supporting Board objectives.
- Provide research, analysis, and recommendations related to regulatory and licensure matters.

Other Duties

- Perform additional responsibilities as assigned by the Board.
- Travel within and outside West Virginia, including occasional overnight travel.

Minimum Qualifications

- Bachelor's degree in public administration, healthcare administration, business administration, or a related field; equivalent experience may be considered.
- Experience in administrative management, regulatory compliance, licensing, healthcare administration, or government operations.
- Strong organizational, analytical, and communication skills.
- Demonstrated ability to manage confidential information and work independently.
- Proficiency in Google Suite applications and electronic communication systems.

Preferred Qualifications

- Experience working with professional licensing boards or regulatory agencies.
- Knowledge of healthcare licensing or long-term care administration.
- Experience with financial recordkeeping or public-sector budgeting.
- Experience interacting with legislative or governmental bodies.

Work Environment

This position is based in Winfield, West Virginia. The role requires regular in-office work, professional interaction with stakeholders, and periodic travel.

Compensation & Benefits

Salary and benefits are commensurate with qualifications and established Board or State guidelines.