

**Executive Director**

**Job Title:** Executive Director

**Reports To:** Executive Committee or BOD

**FLSA Status: 50%**time, Exempt Employee, Annual Salary

**SUMMARY**

The Executive Director will report to the Executive Committee and be responsible for leading the strategic vision of the NHCGNE.

The successful candidate will have gerontological nursing, health policy or association leadership experience and business acumen to strengthen the sustainability of the organization.

This position requires a detail-oriented individual with strong, effective organizational, problem-solving and time-management skills, including the ability to manage multiple tasks and deadlines simultaneously in a fast-paced, deadline-driven environment. Effective and collegial communication skills are required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Responsible for driving essential operational and strategic activities while keeping in line with NHCGNE’s goals and objectives.
	+ - Collaborate with the Board of Directors, and relevant committee chairs, by participating in the development and successful implementation of the NHCGNE strategic plan. Develop operational plan to ensure the goals and objectives are met, keeping the strategic plan current and ensure it is readily available to volunteer leadership;
* Work with association management staff to assist with coverage and support as reflected in the scope of services
* Oversee the execution of the NHCGNE Leadership Conference and other events as needed.

Leadership Conference:

* + - Participate in meetings of the Leadership Planning Committee to provide program development and budget oversight;
		- Work with association management staff to ensure meeting logistics are in place and implemented;
		- Provide input on marketing materials and the program.;
		- Serve as interface between the board of directors and the LC Planning committee
		- Work with President of NHCGNE to plan onsite board meeting at the Leadership Conference. In addition to agenda development and collection of back up material, this includes working with the management company on development of a board book for each board member.
* In collaboration with the membership committee, oversee the execution of the NHCGNE membership program and development in accordance with NHCGNE’ strategic plan.
	+ Plan and direct each stage of the membership development process;
	+ Manage membership benefit packages;
	+ Provide orientation to new members;
	+ Be responsible for membership renewals and membership status updates;
	+ Recruit new members and develop a prospect list.
	+ Develop regular communications from the Executive Director to key representatives.
	+ Provide monthly letter from Executive Director in NHCGNE newsletters.
* Overall project management and support for all client services and company initiatives. Lead and foster collaboration among volunteer leaders to implement the strategic vision of the NHCGNE by establishing regular communications with committee and task force chairs and actively participating in their efforts including attending all meetings.
	+ Contribute to the formulation NHCGNE’s policies, programs and procedures. Make recommendations for future growth and improvements;
	+ Ensure Bylaws remain current;
	+ Collaborate with association management staff on marketing and social media efforts; oversee development and implementation of communication initiatives;
	+ Manage budgets in collaboration with the Finance Committee and the association management finance department;
	+ Facilitate the work of the Entrepreneurial committee to produce products and services that align with NHCGNE Vision and Mission;
	+ Develop processes and procedures that facilitate effective and efficient communication and collaboration among NHCGNE volunteers, client members and officers;
	+ Collaborate and develop a strong working relationship with the BOD to assure sustainability of NHCGNE.

**SKILLS AND ABILITIES REQUIRED**

* Masters’ degree required, Doctorate preferred
* 5 plus years management experience preferred
* Gerontological nursing, health policy or association leadership experience preferred
* Strong written and verbal communications skills
* Familiar with budget development and management
* High level of creativity and innovation
* Ability to coach high performance teams
* Experience working independently and prioritizing deadlines
* Comfortable with leading virtual meetings
* Willingness and ability to travel up to 4 times per year

For consideration, applicants should send a cover letter, CV, and contact information of three professional references to Terri Cochran, tcochran@virtualinc.com. Position OPEN UNTIL FILLED.

All questions should also be directed to Terri Cochran, tcochran@virtualinc.com.