



EXECUTIVE DIRECTOR JOB POSTING DECEMBER 18, 2009

Description of Organization:

Kentucky Voices for Health (KVH) is a coalition of organizations funded by the Foundation for a Healthy Kentucky through a grant from the Public Welfare Foundation. Kentucky Voices for Health has adopted its [initiatives for 2009-2010](#). The Executive Director will report to the KVH Co-Chairs and Leadership Team until a permanent Board of Directors is established.

Description of Position:

The Executive Director is responsible for setting the overall strategic direction of the coalition, providing daily management, and overseeing the financial health and overall performance of the organization. The duties outlined are the responsibilities of the Executive Director, but may be assigned as deemed appropriate to staff or contract personnel. This is a full-time position with benefits; salary is commensurate with experience.

Primary Job Duties and Responsibilities:

Leadership:

- Develop and execute the strategies to support the mission
- Mobilize support for Kentucky Voices for Health's initiatives
- Act as a spokesperson for the organization

Operational Planning and Management:

- Develop overall goals for program and organizational growth
- Facilitate implementation of goals; prioritize and allocate organizational resources to meet goals
- Oversee the efficient and effective day-to-day operation of the organization

Communications

- Oversee the planning, implementation, execution and evaluation of the communications plan approved by the Leadership Team/Board of Directors
- Serve as the primary spokesperson for Kentucky Voices for Health
- Oversee all communications with the media by Kentucky Voices for Health
- Represent Kentucky Voices for Health to the public and provide for presentations about Kentucky Voices for Health to community and statewide groups

Advocacy

- Serve as primary spokesperson and representative of Kentucky Voices for Health in relating to Executive and Legislative branches of state government
- Coordinate Kentucky Voices for Health's legislative activity with other relevant coalitions and organizations
- Oversee the development of information briefs and other communications regarding Kentucky Voices for Health's initiatives and assure that they are distributed to the appropriate audiences

Campaign Organizing and Outreach

- Develop a plan for campaign organizing and outreach to targeted regions of the state
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission and reach across the state
- Monitor the outcomes of the outreach campaign and recommend changes in the plan and/or staffing to the Leadership Team/Board of Directors

Financial Planning and Management

- Maintain the organization's financial stability
- Research funding sources, oversee the development of fund-raising plans and write funding proposals to increase the funds of the organization
- Prepare comprehensive annual budget and provide oversight of budget

Human Resources Planning and Management

- Directly supervise the staff and consultants unless delegated
- Monitor the performance of staff on an on-going basis and conduct an annual performance review
- Coach and mentor staff as appropriate to improve performance

Minimum Requirements:

- Minimum three years of successful experience in health policy, health advocacy, or related field.
- Senior management experience with non-profit organizations, for-profit organizations, or government agencies.
- Masters Degree or beyond graduate work in Public Administration, Public Health, Law, Health Care Administration, Human Services, or a Healthcare Profession or equivalent executive level experience.
- Demonstrated understanding of, and appreciation for the political process, advocacy and policy work. Working knowledge of state and federal legislative and administrative processes.
- Experience with developing and implementing strategic plans, budgets, and other organizational structures.
- Proven ability to communicate and work effectively with partners, constituents, and stakeholders.
- Ability to work cooperatively and build compromises with groups who do not agree on some issues, but can find common ground on other issues.
- Development and fundraising experience.
- Good communication skills: Public speaking and writing.
- Experience working effectively with diverse groups. Working knowledge of issues of diversity: geographically, politically, culturally. Demonstrated ability to quickly assess and appreciate these differences and then build relationships.

How to Apply:

Please submit resume, cover letter, writing sample and salary expectations to info@kyvoicesforhealth.org by January 15, 2010. Position will remain open until filled.

For more information about the organization, visit www.kentuckyvoicesforhealth.org.