



## **EXECUTIVE DIRECTOR JOB POSTING – SEPTEMBER 11, 2012**

### **Description of Organization:**

Kentucky Voices for Health (KVH) is a coalition of more than 250 organizations supported by funding from a number of sources, including grants, membership dues and sponsorships. The original funding for KVH was provided by the Foundation for a Healthy Kentucky through a grant from the Public Welfare Foundation. Kentucky Voices for Health has adopted its [initiatives for 2012](#). The Executive Director will report to the KVH Board of Directors; the KVH office is located in Frankfort, KY.

### **Description of Position:**

The Executive Director is responsible for carrying out 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 and facilitator for the organization

#### **Communications**

- Oversee the development, implementation and evaluation of the communications plan approved by the Board of Directors
- Serve as the primary spokesperson for Kentucky Voices for Health at local, regional, state and federal levels
- 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
- Maintain regular and timely communications with the coalition membership, partners and collaborators

#### **Advocacy**

- Serve as primary spokesperson for Kentucky Voices for Health in relating to Executive and Legislative branches of state government, facilitating communication between KVH members and policy-makers
- Coordinate Kentucky Voices for Health's advocacy activity with member organizations and other relevant coalitions and organizations
- Establish Kentucky Voices for Health as the voice of consumers across Kentucky
- 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

#### **Operational Planning and Management:**

- Work with the KVH Board of Directors and Partners' Advisory Team to develop overall goals for programmatic initiatives 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

### **Campaign Organizing and Outreach**

- In collaboration with the Partners' Advisory Team and others, develop a plan for campaign organizing and outreach to targeted regions of the state
- Recruit, interview and select staff and consultants 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 Board of Directors and Partners' Advisory Team

### **Financial Planning and Management**

- With the Board of Directors, develop a sustainability plan to 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 a comprehensive annual budget for approval by the Board of Directors and provide oversight of budgeted income and expenditures
- Prepare or arrange for financial reports as needed for oversight, compliance and accountability to the Board, funders, donors, the public and the IRS

### **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:**

- Proven ability to communicate and work effectively with partners, constituents, and stakeholders
- Minimum three years of successful experience in health policy, health advocacy, or related field
- Excellent communication skills: Public speaking, presentation and writing
- Demonstrated understanding of, and appreciation for the political process, advocacy and policy work
- Development and fundraising experience
- Working knowledge of state and federal legislative and administrative processes
- Masters Degree in Public Administration, Public Health, Law, Health Care Administration, Human Services, or a Healthcare Profession is desirable, but equivalent executive-level experience will be considered
- Experience with developing and implementing strategic plans, budgets, financial reporting systems and other organizational structures
- Ability to work cooperatively and build compromises with groups who may not agree on some issues, but can find common ground on other issues
- 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 to build relationships
- Senior management experience with non-profit organizations, for-profit organizations, or government agencies

#### **How to Apply:**

Please submit résumé, cover letter, writing sample and salary expectations to [kvhsearch12@gmail.com](mailto:kvhsearch12@gmail.com) by October 5, 2012. The position will remain open until filled.

For more information about the organization, visit [www.kyvoicesforhealth.org](http://www.kyvoicesforhealth.org).

We're a coalition of concerned Kentuckians who believe that the best health care solutions are found when everyone works together to build them. Right now, families and businesses in every county are facing rising costs, and too many of us go without needed health care. Healthy families create healthy economies. And a healthy Kentucky economy is something we all want. So we're working step by step to build a healthier Kentucky for everyone. Our priorities include: Assuring that all Kentuckians have access to high quality, affordable health care; Making prevention a priority for Kentucky's health policies and programs; Improving the efficiency and effectiveness of health care for Kentuckians; and Improving the health of Kentucky's children.