



Job Description

The Hawai'i State Rural Health Association (Association) announces a job opportunity for a full-time Executive Director (ED). The Association is a 501(c)(3) non-profit rural health membership organization with a mission to advocate for rural health issues and promote communication, education and research of issues related to rural health. Our vision is to be the collaborative health leader for rural communities in Hawai'i. The ED is appointed by the Board of Directors (Board) and is responsible for executing the policies of the Association. The Executive Director works under the administrative direction of the Board and reports directly to the Board. The ED is charged with providing leadership and overall administrative and management responsibility for the Association's operations in accordance with the bylaws and budget as adopted by the Board. The ED is responsible for ensuring the day-to-day operation of the organization and the ideal candidate will be an organized self-starter who can accomplish work remotely from a home-based office, including the supervision of three employees. This is a newly created position with an all-volunteer Board of Directors committed to improving the quality and accessibility of health care services in rural Hawai'i. As such, the comprehensive list of job duties and responsibilities detailed below, emphasis during the first year will be placed on funding and membership development.

Minimum Requirements

Bachelor's degree, at least five years' experience leading rural health programs, expertise with virtual teams, experience working in or with rural health is required. A background working with nonprofit, or association boards of directors is preferred. Ability to work independently in a remote environment and work across all time zones. The ED shall possess proficiency with online platforms (i.e. Zoom, Team and Webex), Microsoft Office suite products, and Google suite products. Maintain ability to travel to all Hawaiian Islands and the mainland when appropriate.

Qualifications

- Ability to work effectively in collaboration with diverse groups of people
- Strong public speaking ability
- Evidence of commitment to missions of the nonprofit sector and serving rural health populations
- Strong organizational skills and ability to multitask and focus on multiple priorities
- Excellent interpersonal and communication skills and ability to effectively engage with partners and members, and ability to build relationships with a wide range of organizations and individuals

Experience

- Understanding of and experience with capacity-building programs
- Fundraising, government relations, and grant application experience
- Supervisory and personnel management experience
- Financial management experience, including budget preparation, analysis and decision making
- Experience working with a Board of Directors
- Experience with healthcare, particularly in the rural context
- Regional knowledge and experience preferred

Job Duties

Leadership

- Collaborate with the Board of Directors to identify, create and implement strategic plans to actualize Association objectives
- Establish and maintain administrative policies, procedures, and structure for the efficient operation of the Association
- Jointly with the Executive Board, plan and coordinate Board Meetings, and provide regular dashboard indicators of Association activities to the Board
- Coordinate Association activity through staff support activities
- Relay to the Board of Directors staff and community engagement ideas, as well as concerns that need to be considered by the Board
- Supply the Board, employees, and members with technology to streamline processes and maximize impact

Financial Management

- Prepare the annual budget for the Board's adoption
- Develop and maintain revenue sources and organizational support through marketing and relationship building
- Manage the financial and human resources of the Association to ensure the maximum efficiency of operation
- Assure fiscal integrity through careful planning and management of the income and expenses, appropriate record-keeping, procurement of materials, supplies, and services and management of personnel and associated expenses

Personel Management

- Recruit, select, train, evaluate, and supervise appropriate staff and administer a sound personnel program which enhances morale
- Promote staff development and assure maximum productivity and a team environment

Program Planning/Strategies

- Ensure ongoing programmatic excellence and data driven program evaluation
- Manage research/preparation, negotiation, and administration of grants and contracts for funds, services, and purchases, and develop procedures to assure compliance with the terms/agreements of these grants and contracts
- Develop membership services and educational seminars for the benefit of the membership
- Organize and manage conferences; including but limited to an annual conference, to further the objectives of the Association
- Maintain an effective program of government relations, and in conjunction with the Legislative Committee, represent the Association's agenda with state and federal legislators and policy makers

Communication/Marketing

- Actively promote membership in the Association to organizations and individuals who identify with the mission of the Association
- Report on matters of interest to the membership through periodic communications as well as maintaining a regular publications program, using print and electronic media
- Serve as the spokesperson for the Association and its projects while maintaining effective public relations
- Travel to neighbor islands, state and national program meetings and represent the Association as deemed appropriate and approved by the Board

Customer Service

- Travel to rural Hawai'i communities' as necessary to carry out the mission of the Association

Compensation includes a competitive salary based on qualifications, with additional allowance for benefits. Submit your resume to Jana at Jana@hsrha.org.