

Bernalillo County Community Health Council (BCCHC)

JOB DESCRIPTION: Executive Director

Reports To: BCCHC Executive Committee

Position Purpose: The Executive Director is a full-time salaried position responsible for developing and maintaining the operational systems, support, and leadership necessary to enable the Board of Directors and staff to accomplish the BCCHC mission, goals, and objectives. The Executive Director is hired by the Executive Committee of the BCCHC Board of Directors and is directly responsible to this Executive Committee.

Key Responsibilities include, but are not limited to the following:

1. ORGANIZATIONAL DEVELOPMENT

- Participate in and help guide strategic planning process.
- Collaborate with Board of Directors to maintain an organizational structure that incorporates Board of Directors, committees, and staff, designed to achieve the BCCHC mission, goals and objectives as determined in the strategic planning process.
- Identify and recommend ongoing training needs for Board of Directors and staff as appropriate.

2. PROGRAM DEVELOPMENT

- Identify, develop, and maintain program initiatives in alignment with BCCHC priorities and strategic plan.
- Oversee implementation of grants and contracts received for all program activities in accordance with funding and reporting requirements.
- Guide process of regular updating of Community Health Profile and related assessment documents.

3. RESOURCE DEVELOPMENT

- Identify potential sources of funding for operations and projects.
- Prepare and submit grant or contract applications with Board approval.

4. OPERATIONS

- Develop agendas for monthly Board meetings and associated initiative meetings, in consultation with appropriate leadership.
- Prepare and justify annual budget.
- With support of Treasurer, accounting specialist, and/or contracted accounting services, develop and oversee systems to maintain legal and financial accountability of organization, including tracking of expenditures in compliance with financial policy and procedures.
- Orient and supervise support and program staff, assuring adequate quality training of staff in non-profit management, community health improvement, and communications skills as necessary.

5. ADVOCACY & PARTNERSHIPS

- Coordinate with Executive Committee, other Board members, and partners to represent BCCHC's position on community health issues in alignment with established priorities.
- Identify and develop partnerships between BCCHC and organizations in all sectors impacting community health at the local and state level, representing BCCHC in meetings of organizational partners, as needed.
- Participate and provide leadership when appropriate in collaborative campaigns to promote policies that increase health equity in Bernalillo County.

6. COMMUNICATIONS AND COMMUNITY OUTREACH

- Oversee implementation of communication networks.
- Oversee production and dissemination of electronic newsletters or other communications channels for BCCHC and related collective impact initiatives.
- Provide input to maintenance and updates of website, including relevant announcements and articles on a regular basis to staff to post on Facebook page(s).

7. OTHER DUTIES AS NECESSARY

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Preferred Knowledge and Skills

- Understanding of local community, local cultures, and local organizations.
- Commitment to and understanding of community health improvement through collaborative action.
- Ability to interpret data and ability to make it translatable to everyone.
- Experience in non-profit finances, including budgeting, resource development, grantwriting, and contract management.
- Proven management and organizational skills, including ability to track multiple details and set up systems to maintain data and information.
- Strong supervisory experience, including personal interaction skills, leadership skills, and commitment to working as part of a team.
- Strong written and oral communication skills.
- Strong computer skills with solid working knowledge of MS Word, Outlook, Excel, and PowerPoint.
- Familiar with social media and web technology.
- Ability to speak, read and write in Spanish strongly preferred.

Background

- Minimum: Bachelor's degree in relevant field with 5 years work experience in organizational leadership.
- Preferred: Master's degree with over 5 years experience in public health or community health-related field in a leadership/supervisory role.