

Washington State Public Health Association

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Washington State Public Health Association Executive Director – **New Position** **Start Date: January 2, 2008**

Date: November 1, 2008
Title: Executive Director
Responsible to: Board of Directors
Hours: .5 FTE
Salary/Benefits: Negotiable

Organization Overview

The Washington State Public Health Association, an affiliate of the American Public Health Association, has been a leading voice for public health in this state since 1935. Its vision: “to be the leading advocacy organization for public health in Washington State;” its mission: “to equip our members with the knowledge and skills to address public health challenges,” and its values: “.....health, equity, diversity, empowerment, integrity and knowledge for the individuals and communities in Washington State.” WSPHA is a not-for-profit corporation that brings together public health professionals, volunteers, and community advocates in identifying and addressing public health issues in a coordinated manner by encouraging collaborations among private, public, and for-profit sectors; increasing the knowledge and competency levels of our members; promoting high standards through professional development; and increasing awareness and understanding of public health principles and practices. Our members include professionals from local public health departments, the State Department of Health, hospitals, community agencies, universities, and professional organizations in Washington State.

Position Overview

This half-time appointment position is a new position and is funded in part by a 3-year grant from the American Public Health Association. It is critical for the execution of key functions outlined in the grant proposal that this position support the strategic direction, goals, and infrastructure development set by the Board of Directors. Over the 3-year life of the grant the goal of the new Executive Director is to establish this role as a self-sustaining part-time position responsible for organizational growth and day-to-day management and operations. The ED works under the consensual direction of the WSPHA President and Board of Directors and coordinates efforts with the WSPHA Association Manager/Joint Conference Planner.

Primary Duties and Responsibilities

****Connotes priorities for year 1. Responsibilities will increase in Years 2 and 3. Job responsibilities will be coordinated with the Board of Directors.***

***Fund Raising and Grant Writing – 50%**

- Assumes primary responsibility for fund raising and grant research and writing
- Coordinates with Board in sponsorship development, and membership recruitment

***Relationship Building – 25%**

- Creates, maintains, and nurtures effective alliances and partnerships with Public Health Roundtable, Washington State Association of Local Public Health Officials, Department of Health, State Board of Health, and others as identified by the Board of Directors
- Communicates with partners to keep them informed of the work of the organization and to identify changes as they occur in the public health field
- Establishes good working relationships and collaborative arrangements with public health partners, policy makers and other organizations to help achieve the goals of WSPHA
- Liaison from WSPHA to the American Public Health Association

Administrative Leadership – 10%

- *Supports the mission, goals, and by-laws of the organization
- *Provides leadership to the WSPHA Board in reviewing and revising the organizational strategic plan and related mission, goals and by-laws
- *Develops an operational plan, for and with the Board, that incorporate the goals, objectives and actions of the WSPHA Strategic Plan
- *Creates, Initiates, researches and recommends policy options for WSPHA Board consideration and decision; prepares procedures to implement organizational policies; reviews existing policies on an annual basis and recommends changes to the WSPHA Board as appropriate
- *In collaboration with Board members serves as a spokesperson for the organization
- Ensures the efficient and effective day-to-day operation of the organization
- Coordinates and encourages the work of WSPHA committees
- Provides staff support to the WSPHA Board and Executive Committee and prepares meeting agenda and supporting materials.
- In cooperation with the Board, recruits and orients new members of the Board
- Assists with Joint Conference Planning and logistics
- Personnel management

Financial planning and management – 5%

- Prepares and submits WSPHA budgets based on guidelines from the Treasurer
- Works with the WSPHA Board to assure adequate funding for the operation of the organization, including researching additional funding sources
- Approves expenditures within the authority delegated by the WSPHA Board
- Administers the funds of the organization according to the approved budget and monitors the monthly cash flow of the organization
- Provides the WSPHA Board with comprehensive, regular reports on the revenues and expenditures of the organization
- Ensures that the organization complies with all rules covering 501c6 operations

Advocacy – 10%

- Coordinates with partner organizations on advocacy issues of value to WSPHA
- Supports the Policy Committee in legislative tracking; spokesperson as needed to the legislature

Professional Qualifications

Education:

- Bachelor's degree that supports the skills of the position; Masters in Public Health or related field desirable

Experience:

- 5 or more years of progressive management experience relevant to this position
- 2 or more years successful experience with fund raising and grant writing

Knowledge, Skills and Abilities Desired

- Knowledge and understanding of public health
- Knowledge of current public health challenges and opportunities relating to the mission of the organization
- Knowledge of laws and regulations governing non-profits in the State of Washington
- Knowledge of leadership and management principles as they relate to non-profit/governmental organizations
- Knowledge of federal legislation applicable to 501c6 organizations
- Knowledge of financial management
- Knowledge of project management
- Highly effective verbal and written communication skills

Proficiency in the use of computers for:

- Word processing
- Project management
- Financial management
- E-mail
- Internet

Physical and Sensory Requirements & Conditions

Able to:

- Accommodate occasional overnight travel.
- Drive vehicles for long distances.
- Operate a computer for extended periods of time
- Lift, carry push, pull objects up to 35 lb, with occasional lifting and carrying to 50lbs.

Position requires finger and hand dexterity to adequately handle/manipulate equipment and adequate hearing and visual acuity to support communication and document editing.

WSPHA has a strong commitment to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, Vietnam-era veterans, disabled veterans, and persons of disability. Persons of disability may request accommodation during the application and/or interview process by contacting the Association Manager.