



## **Executive Director**

*The Executive Director administers the Foundation, including operations, finances, resources, and staff, with support from the Board.*

*The Executive Director represents the Foundation to the communities we serve, building awareness and engagement through effective communication, community outreach and partnership, and donor stewardship.*

*The Executive Director reports to the Executive Committee of the Board of Trustees.*

## **Job Responsibilities**

### **Mission and Strategic Plan**

- Adheres to the Mission, Vision and Values of the Foundation.
- Collaborates and communicates effectively with the Board and staff.
- Implements the Strategic Plan in partnership with the Board and Committees to ensure OHF's success into the future.
- Communicates and engages with the communities we serve, and partners with other professionals and organizations, to ensure knowledge and support of the Mission.
- Collaborates with community and partner organizations to recognize and support community initiatives and programs that address community health and wellness needs.
- Implements effective marketing and public relations strategies in collaboration with the appropriate committees.
- Leads the direction of the Foundation, with Board support, in all endeavors.

### **Operational Management**

- Manages staff, resources, and programs to ensure successful operations.
- Maintains, follows, updates and evaluates all internal policies and procedures, in collaboration with appropriate staff, trustees and committees.
- Identifies, implements and evaluates health and wellness granting initiatives, supporting people and organizations in our core communities.
- Develops, in collaboration with the Board and community partners, new initiatives that align with the Mission and expand services.
- Recognizes and implements health and wellness educational opportunities that support and build the knowledge base of people and organizations in our core communities.
- Directs all special events and programs
- Directs the production of all communications, including newsletters, an annual report, and PR/web updates, in collaboration with the Communications and Fundraising Committee.

### **Finance**

- Ensures the strategic direction and financial stability of the organization, in collaboration with the Finance Committee and the Board.
- Engages in development strategies to assure financial sustainability, including donor retention and cultivation, appeals management and grant writing. .
- Prepares and manages the annual budget, and oversees all accounts and investments, in collaboration with the Treasurer and Finance Committee.
- Collaborates with the Bookkeeper to maintain records of finances and develop financial reports that accurately reflect the financial condition of the organization, providing the data necessary for the Board and Committees to make effective decisions.
- Ensures effective resource utilization, operating within the approved budget, and maintaining the organization in a positive financial position.
- Oversees the management and budget for the Simmons House in communication with the Real Estate Committee.

### **Board**

- Collaborates and communicates effectively with the Board to build a solid infrastructure to support and maintain a highly functioning organization.
- Participates in the development, continuance and support of a strong Board of Trustees, in collaboration with the Board President and Executive Committee.
- Communicates with the Board President and the Governance Committee to assure that officers, committees, and trustees are effective in their roles.
- Ensures timely and accurate communication and support to the Board and Committees to allow them to make informed decisions in attunement with the Mission and Strategic Plan.
- Attends and contributes to Board and Committee meetings as appropriate.
- Develops and maintains a Board Manual for new Board Member orientation and reference in collaboration with the Governance Committee.
- Develops and maintains up to date policies, procedures and bylaws in collaboration with the Board and appropriate committees.
- Participates in trustee recruitment and orientation with the Board and Governance Committee.

### **Professional Qualifications**

- Master's degree or Bachelor's degree with 5+ years of non-profit and/or community health experience.
- Demonstrated leadership skills, with experience in communication strategies, collaborative efforts, fundraising, staff and office management, board relations, budget development and management, and strategic planning and implementation.
- Ability to convey the vision and mission of OHF, and to motivate and collaborate with staff, board, members, volunteers and donors to support the Foundation's work
- Strong marketing, public relations, and financial management experience with the ability to engage a wide range of stakeholders and donors.
- Excellent written, computer and oral communication skills, and experience utilizing a range of methods to communicate with our members, communities, clients, volunteers and donors.