



## **EXECUTIVE DIRECTOR**

<b>REPORTS TO:</b>	Board President and Executive Committee
<b>FLSA CLASSIFICATION:</b>	Exempt
<b>YEARLY SALARY:</b>	\$80,000- \$90,000
<b>LOCATION:</b>	Remote Worksite Flexible Schedule

### **NYSARH Mission:**

The mission of the New York State Association of Rural Health (NYSARH) is to improve the health and well-being of rural New Yorkers and their communities.

### **Position Purpose:**

NYSARH functions as the “voice for rural health.” It is a statewide member organization advocating for the health of rural New Yorkers. NYSARH advocates at the national and state levels on behalf of its membership. This position will lead the Association’s efforts to distinguish NYSARH as the go-to leader in rural health across New York State.

### **Position Summary:**

The New York State Association for Rural Health seeks a dynamic, passionate, and visionary Executive Director to serve as the senior leader working in partnership with its Board of Directors to advance the mission of the organization. The ideal candidate will have a strong background in leadership, operational management, fund development, advocacy, and collaboration with others. They will possess a deep knowledge of, and passion for, rural health and health equity.

The Executive Director will actively maintain and establish relationships with local, regional, state, and federal partners, policy makers, funders, and its membership to positively impact the health and wellness of rural New York State. The position will strengthen the rural health landscape by organizing and amplifying the voice of its member organizations, will develop opportunities for organizational growth that aligns with NYSARH’s mission, and will successfully carry out NYSARH’s Strategic Plan and Business Plan. Experience leading a state-wide association preferred.

### **I. Essential Functions of Position**

- 1) Ensure all operations of NYSARH are in accordance with its mission, vision, and core values, and in compliance with state and federal laws and regulations.
- 2) Bolster the financial stability and long-term viability of NYSARH through sound fund development strategies, including grant writing, corporate sponsorships, new earned revenue efforts, and traditional fundraising campaigns.
- 3) Establish and maintain the operational infrastructure (e.g. policies, processes, plans, tools, technology etc.) required to support a growing organization. This may include infrastructure

- related to human resources, resource management, financial management, shared file management, etc.
- 4) Responsible for overseeing all administrative, planning and organizational functions, and execution of all program areas. Collaborate and partner with staff who support organizational and corporate committees. In areas where staff are not assigned, foster membership contributions and resources.
  - 5) Build relationships and collaborate closely with the Board to execute the organization's Strategic Plan and Business Plan. Drive the process, modifying strategies as needed, and reporting progress to Board and members.
  - 6) Periodically assess and monitor organizational state, identify gaps between current and desired states, and develop plans to overcome gaps and mitigate risks.
  - 7) Create and/or monitor benchmarks and key performance indicators to measure NYSARH's impact, with emphasis on advocacy, membership growth, revenue growth, and operational efficiency.
  - 8) Have the vision and capabilities to lead NYSARH in addressing the complexities of the future such as geopolitical risks, changing demographics, and fiscal climate as they apply to rural health and wellness.
  - 9) Ensure NYSARH abides by the **8 Principles of Good Governance**: (1) Participation, (2) Rule of Law, (3) Transparency, (4) Responsiveness, (5) Consensus Oriented, (6) Equity and Inclusion, (7) Effectiveness and Efficiency, and (8) Accountability.
  - 10) Create, develop, and foster relationships with current and future member organizations, state and federal government agencies, philanthropic organizations, peer state associations, elected officials, and other stakeholders.
  - 11) Represent NYSARH in National Rural Health Association activities and keep Board, staff, and members informed in a timely manner of all important information and key issues impacting rural health.

## II. Skills for Success

### Excellence

- Establishes trust and confidence
- Drives quality and excellence
- Creates vision and strategy
- Communicates effectively

### Collaboration

- Builds and nurtures relationships with internal and external stakeholders and constituents
- Communicates effectively with diverse audiences
- Fosters constructive dialogue
- Builds consensus in support of shared outcomes

### Knowledge

- Demonstrates required job knowledge
- Demonstrates organizational astuteness
- Thorough knowledge of network development and rural health care delivery issues
- Good knowledge of health care delivery trends on a national, state and local level

### Diversity

- Builds and supports diversity, equity, inclusion and access
- Builds and maintains relationships
- Displays emotional intelligence

### **Innovation/Discovery**

- Explores opportunities for innovation and change

### **Integrity**

- Models NYSARH's values and ethics
- Displays courage and conviction
- Exhibits stewardship of resources
- Acts in the best interest of NYSARH

### **Execution**

- Drives results
- Manages time effectively
- Displays accountability
- Makes decisions effectively and decisively
- Formulates effective solutions

### **III. Supervisory Responsibilities**

Responsible for leading a team of staff, committees, interns, and volunteers.

### **IV. Other Job Duties**

Perform other duties and/or projects as assigned.

### **V. Travel Requirements**

This position requires travel, including to areas that may not be serviced by public transportation. Reliable transportation is required.

### **VI. Education and Experience**

Minimum of a Bachelor's degree in leadership, public health, business administration, communications, or other related degree with a minimum of five (5) years' experience leading a not-for-profit organization or commensurate experience. Master's degree preferred.

### **VII. Preferred Talents**

- Demonstrates commitment to working from an anti-oppression, harm-reduction, and trauma-responsive approach; and commitment to social change through actively working towards ending gender-based violence, racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression.
- Has the ability to work independently and cooperatively with a team, with a commitment to respecting different points of view and constructive problem-solving.. Has a deep knowledge of rural health and experience with rural community building.
- Has knowledge of, and contacts in, rural New York State including rural health leaders, community based organizations, health care organizations, hospitals, state and/or federal government officials, and other stakeholders, as needed.
- Has experience managing a nonprofit organization and understands the role of fund development, collaboration with the Board of Directors and membership.
- Demonstrates "Big Picture Thinking" to shape and guide NYSARH and its members with a zest for quality products, programs, and services leading to increased visibility, integrity, and trust in NYSARH.
- Has confidence to make important decisions, and the intellect to make them wisely or know when to seek counsel, showing good judgment in the process.

- Has experience with strategic forecasting to anticipate future developments in the Associations' market and is prepared to act upon them quickly and appropriately.
- Has the ability to adapt and be flexible to changing factors, conditions, or environments with the willingness to learn new skills and seek advice from subject matter experts as necessary to manage change.
- Has excellent verbal and written communication skills with the ability to relate to a wide range of audiences and demographics. Is comfortable with public speaking.
- Demonstrates strong organizational skills, effective time management, and attention to detail.
- Is willing to fill gaps in organizational roles as needed to ensure ongoing support of the Board, the organization, and its work.
- Has the ability to inspire and motivate others for the betterment of NYSARH and for rural health.
- Has a strong understanding of corporate finances and measures of fiscal performance with the ability to relate this information to the Board accurately.
- Must be willing to travel frequently within New York State. Some out-of-state domestic travel is required.

The New York State Association for Rural Health offers a generous benefit package, including:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance
- Employee Discounts

The New York State Association for Rural Health is an Equal Opportunity Employer. This organization does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, disability, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.

NYSARH celebrates and prioritizes diversity, equity, and inclusion in all aspects of our work. We strongly encourage applications from people who identify as BIPOC, LGBTQ+ or from other marginalized communities.