



POSITION DESCRIPTION: Executive Director
SALARY STATUS: Exempt
REPORTS TO: MRHA Board of Directors
DATE: September 2022

POSITION SUMMARY

The Executive Director is responsible for implementing Board decisions and policies; strategic, program and operations planning; overseeing grant administration, internal and external leadership; and managing network and community relationships. Additionally, the Executive Director is ultimately responsible for budgetary management; policies and procedures; and selection, development and performance management of staff through the respective Missouri Rural Health Association Directors.

QUALIFICATIONS

- An undergraduate degree in Business Management and/or Health Care Administration is required. An advanced degree would be viewed positively.
- Demonstrated experience in leading an efficient and similarly-sized organization with a successful track record.
- Minimum of 10 years' experience in community or nonprofit management with progressively broader and higher levels of responsibility.
- Demonstrated expertise in technology, grant procurement and management, and community network development and sustainability.
- Demonstrated success in motivating and directing a high-performance team.
- Excellent oral and written skills, including presentations to widely diverse audiences.
- Demonstrated ability to produce consensus among groups/individuals with varying perspectives.

RESPONSIBILITIES

Strategic

- Provide vision, insight and planning to fulfill goals of MRHA.
- Network locally, regionally and nationally to monitor funding opportunities.
- Network with funding community to keep them apprised of MRHA's successes, opportunities, and growth.
- In collaboration with the Board of Directors, conduct annual or semiannual review of strategic plan and make adjustments as needed.
- Work collaboratively with community and organization leaders to further the vision and mission of MRHA.

Leadership

- Provide leadership in all aspects of MRHA including direct reports, and set the leadership tone for the organization.
- Represent MRHA, its vision and mission, programs and successes at local, state, regional and national events as well as via other media outlets.

- Set a positive tone and actively develop a culture that embraces responsibility and accountability in all areas for all staff, consultants and contractors.
- Regularly communicate with Board members, staff, network and community members on current events, areas of MRHA interest and calls to action.
- Facilitate monthly reporting of MRHA business and activities to the Board of Directors.
- Cofacilitate quarterly Board meetings with the President of MRHA.

Administrative

- In collaboration with appropriate staff, present to the Board for approval, as necessary, policies, procedures, plans, reports and official documentation.
- Recruit, hire, motivate and manage direct reports and applicable consultants and contractors.
- Act as one of the fiduciary agents for all legal filings, annual renewals, bylaws, and policy and procedure manual reviews and changes.
- Review annual budget and financial reports which are presented to the Board monthly.
- Ensure compliance audits are in place for staff and programs to meet requirements as necessary.
- Identify and seek appropriate new opportunities for organization development and growth.
- All other duties as required.

PERSONAL CHARACTERISTICS

- Flexibility, versatility and comfort in a rapidly changing environment while maintaining effectiveness and efficiency.
- Be a role model and actively develop others within MRHA.
- Passionate about MRHA's vision and mission and effectively communicate that passion internally and externally.
- Ability to see the *big picture* and understand the consequences throughout the system.
- Values assessment and measurement to improve quality, efficiency and effectiveness of programs and staff.

ESSENTIAL ABILITIES REQUIREMENTS

- Physical – moving, walking, balancing, kneeling, crouching, stooping, reaching, standing, pushing, pulling and lifting.
- Mental – forecasting, analyzing, synthesizing, explaining, adapting, comprehending, interpreting data, organizational skills, public speaking, conflict resolution, active listening skills, and flexibility.
- Sensory – full vision and hearing acuity.

Please email resumes to MRHA Board President Tim Shryack at tshryack@mo-ozarks.org.