Executive Director

The Executive Director of the Missouri Health Advocacy Alliance is accountable to a Board of Directors comprised of advocacy organization and community leaders. This non-profit consumer health advocacy organization is based in Jefferson City, Missouri. In concert with the Board, the Executive Director will guide the strategic direction of the Missouri Health Advocacy Alliance and ensure that its activities support the mission in accordance with its values. The Executive Director will oversee and direct the day-to-day operations of the organization including managing an approximately $700K operating budget, lead an office staff of approximately 5 individual direct reports and coordinate Alliance operations.

Primary Responsibilities

Leadership – Serve as a trusted, decisive leader for the Missouri Health Advocacy Alliance working in tandem with the Board of Directors in its governing role for the organization, keeping the Board fully informed and engaged regarding the status and activities of the organization. Develop and maintain a mastery of state and federal health policy; health policy proposals, research, and initiatives.

Management – Hire, supervise, train and develop staff, support a healthy culture of collaboration, diversity, continuous improvement and mutual respect. Oversee day-to-day administration and operations of the organization, while working with the Board of Directors and appropriate committees.

Financial Accountability and Fund Development– Direct fiscal management, budget development, payroll, fund development and fundraising; develop and maintain relationships with funders; and develop additional sources of funding for operations. Ensure annual audit and financial reports are completed and presented as required.

Communications – Serve as the primary spokesperson with media, funders, policy-makers, other stakeholders and advocacy organizations, effectively articulating the vision, mission and outcomes of the organization. Interface and establish solid relationships with many
constituencies at the local, state, and national levels including the health community, policy-makers, community leaders and the public. Maintain a commitment to transparency with the Board of Directors, staff, members, partners, the public, and media.

Organizational Development – Increase the presence, impact, visibility and membership of the organization. Build relationships and strategic alliances with health advocacy groups and other stakeholders in the health care system. In collaboration with the Board, work with other advocates, stakeholders, experts and public policy-makers to formulate policy initiatives and positions consistent with the organization mission.

Partnering – Identify new and strengthen existing partnerships for enhanced viability of the organization and the realization of its mission.

Advocacy – Navigate the complex political environment and identify policies that have significant impact on the organization and its membership.

Ethics/Compliance – Ensure compliance with regulations and requirements applicable for a non-profit 501(c) (3) organization, adhere to all grant and other funding requirements and maintain a high standard of personal integrity.

**Education, Experience and Requirements**

- An undergraduate degree is required, with an advanced or professional degree preferred.
- Experience in health policy, health advocacy, and health care, especially as it relates to underserved populations.
- Senior management experience with non-profit organizations, for profit organizations or government agencies, including a record of upward mobility and success in implementing strategic programs in a sustainable manner.
- Experience in business practices, organizational development theory and practices, and management principles and practices.
- Ability to lead, direct and manage multiple programs and coordinate coalition building outside the traditional lines of authority, including bringing diverse groups together to attain common goals at the organizational, community and regional levels.
- Demonstrated capability in the collection and use of data for measuring outcomes and performance, analyzing data for legal compliance and assessing program effectiveness, and the distribution of information both internally and externally to an organization.
• Ability to manage professional staff, develop and coordinate a broad vision, analyze complex fiscal and administrative problems and recommend solutions, and perform liaison activities and deal effectively with internal and external stakeholders including a Board of Directors.
• Ability to communicate effectively orally and in writing, including complex technical concepts, and make effective public presentations.
• Demonstrated commitment to diversity.
• Ability to conduct oneself in a professional manner.

Working Conditions

This position is based in Jefferson City, Missouri. Requirements include travel, particularly in state, and working some evening and weekends as needed.

Compensation

Salary and benefits are competitive and include health, life, vision and dental insurance and employer retirement contribution.

Application Information:

Please submit a letter of interest and resume to:

Ms. Kathy Birkes  
Interim Executive Director  
Missouri Health Advocacy Alliance  
606 East Capitol Avenue  
Jefferson City, MO  65201

Or email to:

kbirkes@mohealthalliance.org

Deadline:

January 25, 2016

The Missouri Health Advocacy Alliance is an Equal Opportunity Employer