

Michigan Association for Local Public Health
JOB DESCRIPTION
Executive Director

The Executive Director is the Chief Staff Executive of the Michigan Association for Local Public Health. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission, financial objectives, and strategic plan.

Qualifications

Master's Degree (preferred) from an accredited college or university with at least five years of experience in association management, CAE preferred.

Experience working with legislature and administration.

Experience in a leadership position; preferably of leaders.

Experience in managing multiple tasks involving both staff and volunteer participants.

Experience in working with local, state and national governing entities.

Experience in building and managing multi-disciplinary partnerships, workgroups and coalitions.

Experience in budget and staff development and management.

Experience in using technology for business and communication purposes.

Excellent written communication and oral presentation ability

Ability and willingness to travel when required promoting association activities.

Understanding of public health systems

In program development and administration, the Executive Director will:

1. Assure that the organization has a strategic plan which achieves its mission, and toward which it makes consistent and timely progress.
2. Creates and communicates vision and facilitates change based on vision
3. Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
4. Promote active and broad participation by the members in all areas of the association's work.
5. Maintain records and documents, and ensure compliance with federal, state, and local regulations.
6. Maintain a working knowledge of significant developments and trends in the public health field.
7. Evaluates and improves programs.

In communications and advocacy, the Executive Director will:

1. Supports the board direction and ensures that the board is kept fully informed on the condition of the organization and all important factors influencing it.

2. Publicize and market the activities of the organization, its programs and goals.
3. Establish sound working relationships with appropriate state and national governmental and nongovernmental organizations.
4. Represent the programs, positions, and points of view of the association to the Legislature, agencies, organizations, and the general public.
5. Either serve as the association's lobbyist or manage multi-client lobbying firm.

In relation to staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and member development and education and assist program staff in relating their specialized work to the priorities of the association.
5. Maintain a climate which attracts, retains, and motivates a diverse staff of top quality people.

In budget and finance, the Executive Director will:

1. Be responsible for developing sound financial practices.
2. Work with the staff, Executive Committee, and board in preparing a budget; assuring that an annual audit is conducted and that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the President, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

The association is an Equal Opportunity Employer (EOE) and complies with the applicable requirements of the Americans with Disabilities Act (ADA).

07/09/09