



Executive Director Job Description

Exempt: Yes
Status: Full-time
Reports To: Board of Directors

POSITION SUMMARY

Responsible for directing all functions of the organization in support of the association's strategic objectives, legislative priorities, and membership goals. Works with the Board to establish the strategic plan and priorities. Responsible for managing government relations and engaging in advocacy efforts on behalf of the association members. Ensures association members are kept apprised of issues that may affect the association or its members. Oversees program administration, grant management, and events that support the work of the association.

DUTIES AND RESPONSIBILITIES

- Participates with the Board in the development and implementation of the organization's strategic plan.
- Serves as the primary liaison between the Board of Directors, legislature, governmental entities, administration, partners, and media outlets.
- Participates in legislative and regulatory meetings and hearings on behalf of the association.
- Leads advocacy initiatives, utilizing outside lobbying assistance as needed.
- Maintains relationships with governmental agencies, elected officials, key stakeholders, and local and national organizations with complementary missions and policy objectives.
- Monitors and reports legislative, political, and administration activities which may impact the interests of the association and its members.
- Develops and maintains appropriate policies, procedures, and internal controls for prudent financial management and legal integrity.
- Reports on operating budget and financial records to the Treasurer.
- Seeks new and/or additional revenue sources.
- Serves as a spokesperson for MALPH, promoting the association and its initiatives to members, media, governmental agencies, community and related

organizations, and the public at events, local meetings, and other venues as appropriate

- Manages MALPH communication strategies, including speeches, personal appearances, and public statements.
- Fosters a collaborative relationship with higher education public health programs at Michigan universities.
- Staff management through on-going evaluation of the staff, improving efficiency and effectiveness, providing professional growth opportunities, and implementing performance metrics.
- Other duties as required or assigned.

EDUCATION AND EXPERIENCE

Bachelor's degree in a related field and 7-10 years of related experience including experience with strategic planning, organizational leadership, legislative and advocacy processes, engaging government agencies, and working with a Board of Directors; or equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local regulatory processes.
- Skilled in advocacy efforts and oversight.
- Strong business and financial acumen.
- Demonstrated strategic, analytical, conceptual, and creative thinking skills.
- Strong verbal and written communication skills including public speaking.
- Advanced leadership and change management skills.
- Strong project management skills.
- Knowledge of grant writing, grant management, and foundation practices.
- Knowledge of public health systems.
- Demonstrated ability to manage volunteers such as committees or boards.
- Demonstrated ability to build multi-disciplinary partnerships, workgroups, and coalitions.
- Ability to plan and manage multiple projects simultaneously.
- Proficient in Outlook, Word, Excel, and PowerPoint.
- Ability to operate computer terminal, copier, fax and other office equipment essential to the position.