



Connecting families to a healthy future

EXECUTIVE DIRECTOR JOB DESCRIPTION

The Organization:

The Keogh Health Connection is a vibrant and growing 501(c)(3) organization. Established in 2003, we assist Arizona's vulnerable population secure affordable healthcare, nutrition assistance, and financial support in times of personal struggle. Keogh's extensive network of partners allows us to help clients navigate our complex health care system and directs them to critical resources. For more detailed information on our work, please visit our website at keoghhealth.org.

The Ideal Candidate:

Passage of the Affordable Care Act demonstrated Keogh's eagerness and readiness to extend beyond its core work, playing a significant role in ACA implementation. In these turbulent healthcare times, the ideal leader thrives on challenges and opportunities and can articulate a higher vision that delivers both sustenance for the organization and serves its target communities. This requires astute monitoring of the political/social/healthcare environment, an innovative thought process, strong leadership skills that turns visions into reality, and a keen understanding of non-profit financial viability.

Objectives:

To support the Board of Directors in fulfilling the mission of the Keogh Health Connection, assuring that its goals and objectives are met efficiently, effectively, and professionally while maintaining a high degree of confidentiality.



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Position Description Summary:

Incumbent uses discretion, maintains confidentiality, exercises initiative, independence and judgment in the performance of duties:

- Directs the organization's operations and supervises management staff;
- Responsible for developing and maintaining strong working relationships with a variety of community, faith-based, government and philanthropic organizations;
- Serves as an information source for Keogh constituents;
- Prepares content for the development of communication materials;
- Represents the organization with the media, press representatives and public officials;
- Responsible for program development including the preparation of business plans and grant applications and establishes evaluation criteria.

Our Executive Director:

- Understands the complex issues confronting the uninsured, under insured and low income people;
- Is a seasoned professional who can lead and support a diverse team;
- Is committed to ensuring high quality, effective programs to address social determinants of health;
- Collaborates with partners, funders, policy makers and the community to reduce the number of people that are confused, frightened, sick and without a place to go for the care and assistance that they need.

Key Responsibilities/Functions:

- Establish and maintain strong partnerships with the Board, staff and volunteers to develop the organization;
- Establish and maintain strong partnerships with external stakeholders (other organizations, funders, elected officials);
- Maintain the credibility, reputation and good standing of the organization;
- Monitor the environment and provide strategic analysis and direction in concert with the Board of Directors.



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Program Development and Management:

- Ensure programming is developed and executed to meet the organization's strategic goals;
- Ensure that programs are mission driven;
- Oversee program evaluation tools to ensure programs are meeting outcomes.

Fundraising & Resource Development:

- Establish, maintain, and grow strong partnerships with external stakeholders such as individual donors, elected officials, corporations, foundations and other non-profit organizations to maximize resources;
- Direct grant writing and reporting;
- Create and implement an annual fundraising plan to increase the donor base and overall dollars raised;
- Provide leadership and direction for special events;
- Provide guidance and training to the Board of Directors to support their raising efforts.

Financial & Operational Management:

- Develop and monitor the annual budget;
- Maintain financial records in coordination with the Organizational Oversight Committee, Board Treasurer and accountant/auditor;
- Properly manage income and expenses;
- Prepare and present monthly financial reports to the Board;
- Work with auditors to assure a clean, unconditional annual audit;
- Supervise, develop and build a strong, professional staff, including, hiring, firing, conducting performance reviews and overseeing professional development;
- Oversee Board relations, including development of materials and staffing committees.



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Qualifications:

- Bachelors or Master's degree in a relevant field or comparable experience;
- Demonstrated understanding of health care barriers, community dynamics and policies impacting low income and minority populations;
- Experience in fund development and donor cultivation with demonstrated results;
- Nonprofit management experience , including experience serving on a non-profit Board of Directors;
- Exceptional interpersonal skills, with an ability to grow and maintain key relationships with multiple stakeholder groups;
- Excellent written and verbal communication skills;
- Organizational leadership skills including experience building and fostering a team-based work environment;
- Ability to build a strong, dedicated team;
- Ability to be empathetic and culturally sensitive when working with clients, staff and volunteers.

The statements are intended to describe the general nature and level of the Executive Director. This is not an exhaustive list of all duties and responsibilities. Keogh management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Please email a resume and cover letter to:

Employment@KeoghHealth.org