



**About the Olympic Peninsula Healthy Community Coalition:**

Since our humble beginnings in 2015, the Olympic Peninsula Healthy Community Coalition (OPHCC) has grown to more than 50 partners working collaboratively to ensure our community is a healthier place to live, learn, work and play. To introduce our new non-profit and as a step toward future policy and environmental change in our community, OPHCC adopted the 5210 Initiative. Over the years, partnership in the Coalition continues to grow as we build energy, ideas, and commitment to change. The Executive Director will be joining OPHCC at a time of growth as we prepare and launch our second initiative, Take Care.

**About the Position:**

OPHCC is seeking an individual with demonstrated leadership and management skills to serve as Executive Director (ED) of our organization. As the only paid employee of OPHCC, the ED is responsible for program planning and implementation, operations, strategic planning, fundraising, and partnership development. This is a full-time, exempt position. The ED reports to the BOD. The position is available immediately.

**Essential Functions/Duties & Responsibilities:**

Executive Leadership

- Oversees the effective functioning of the Coalition
- Oversees and manages the strategic planning process
- Keeps the BOD fully informed on the condition of the organization and all factors influencing it
- Provides recommendations to the BOD on courses of action that would achieve the Coalition's goals
- Working with the president to set agendas for board meetings; prepares agendas, meeting materials, and minutes
- Ensures BOD has background information for discussion and decision-making

Program Management & Implementation

- Develops, recommends, and implements Coalition's policies and programs
- Oversees the implementation of the strategic plan
- Maintains working knowledge of health and disease prevention as well as local services and resources

Partner Services

- Oversees all aspects of monthly partner Coalition meetings, including scheduling, meeting notices, planning speakers and developing agendas with input from the BOD.
- Identifies, develops, and tracks strategic partnerships for record keeping and potential
- Establishes and maintains strong relationships with community organizations and government entities; attends partners' meetings and/or functions when possible

### Financial Management

- Works with Treasurer to develop and present annual operation budget for BOD approval
- Maintains revenues and expenses to meet budget targets
- Works closely with bookkeeper and treasurer to maintain financial records
- Ensures all required federal, state and local tax and other regulatory filings are made in a timely manner
- Ensures all conditions of contracts and grants are met; compile required reports in a timely manner

### Fund Development

- Develops and executes annual fund development plan
- Pursues and develops new funding through grants, contracts, and fundraising.
- Maintains positive relationship with current funders

### Communications

- Maintains OPHCC website and development of timely social media posts to update/educate community
- Oversees health campaigns and/or programs; recruits and trains volunteers, manage OPHCC booths and educational events

### Requirements

- Demonstrates management skills and experience necessary to direct OPHCC to meet goals that contributes to the overall success of the organization.
- WA State Driver's License
- Lives within the OPHCC service area

### Desirable Qualifications

The ideal candidate will enjoy a fast-paced and varied work environment, combining remote work with frequent attendance at community and partner convenings, and occasional evening and weekend meetings. Experience in an executive leadership role in association management or with a non-profit organization is preferred. A bachelor's degree preferred. The next Executive Director will have a high level of professionalism, the ability to communicate effectively with Board and partners, strong marketing skills to promote partnerships and educational activities, and be committed to providing partner support at all levels. The anticipated compensation range for this position is \$50,000-\$65,000.

### **To Apply for This Position:**

Submit OPHCC Employment Application, cover letter and resume to [markozias@nikola.com](mailto:markozias@nikola.com) before December 3, 2021. The OPHCC Employment Application is available at [www.healthyOP.org/ophcc-executive-director](http://www.healthyOP.org/ophcc-executive-director).