

## **Minnesota Network of Hospice & Palliative Care**

### **Organization Overview:**

Minnesota Network of Hospice & Palliative Care (MNHPC), a state wide not-for-profit organization, is seeking candidates for the position of Executive Director **beginning March 2020**. MNHPC is the leading network in Minnesota focused on serious illness and end-of-life care. Founded in 1980, MNHPC has built an excellent reputation across the State and the Midwest for high quality educational offerings for health care professionals. MNHPC hosts a national caliber conference that attracts over 1,000 attendees annually. The organization also leads advocacy efforts in hospice and palliative care across Minnesota. In addition MNHPC is committed to providing education and resources for the broader community with the goal of increasing access for everyone.

### **Executive Director Job Description:**

The Executive Director is the key management leader of Minnesota Network of Hospice & Palliative Care (MNHPC) and is an officer of the organization. The Executive Director is responsible for overseeing the administration, programs and strategic direction of the organization. Other key duties include fundraising, overseeing marketing efforts, and maintaining and developing relationships with members and strategic partners and the community. The position reports directly to the Board of Directors.

### **General Responsibilities:**

1) Board Governance: Works with the Board of Directors in order to fulfill the organization's mission and vision.

- Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Leads MNHPC in a manner that advances its mission: We strive to ensure that everyone has the help they need to live and die according to their wishes. We do our work through education and advocacy around serious illness and end-of-life care
- Fosters effective teamwork among the Board and staff

2) Organization Mission and Strategy: Works with Board of Directors and staff to ensure that the mission is fulfilled through programs, strategy development and planning and community outreach.

- With the assistance of MNHPC's program director, ensures that MNHPC's programs, including educational conferences, carry out the organization's mission
- Working with the Board of Directors, develops strategies and creates plans to ensure that MNHPC can successfully fulfill its mission into the future
- Enhances MNHPC's image and mission by being active and visible in the community and by working closely with other professional and non-profit organizations, as well as government entities and representatives and members of the public
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance MNHPC's mission
- With the assistance of the Board of Directors, develop and implement organizational strategy

3) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Ensures the fiscal integrity of MNHPC, including submitting to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
- Manages the finances of MNHPC to ensure expenses are within the approved budget, there is maximum resource utilization, and the organization is in a positive financial position
- Develops resources necessary to support MNHPC's mission, including by leading or directing MNHPC's development activities and grants

4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Effectively manages MNHPC's operations by ensuring that MNHPC's members find value in MNHPC; its programs and educational opportunities are effective; and families, caregivers and patients are able to access information about hospice and palliative care
- Hires, supervises and retains competent, qualified staff
- Signs all notes, agreements, and other instruments made and entered into and on behalf of the organization within the parameters established by the Board of Directors

**Professional Qualifications and Skills:**

- Bachelor's degree, master's or higher level degree preferred
- Transparent and high integrity leadership
- Five or more years senior nonprofit management (or related) experience preferred
- Passion for promoting the well-being and dignity of all people
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of MNHPC's strategic future to staff, board, donors and strategic partners
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage with individuals and groups who hold a diverse set of interests, perspectives, and experiences
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Proficiency in office software applications such as Word and Excel

**Specific Job Responsibilities:**

- With input from Treasurer and accounting consultant, create annual budget and ensure that budget is met, with differences disclosed and agreed upon by board

- Oversee completion of MNHPC's 990, Audit and Minnesota's Non-Profit Registration Form
- Establish employment and administrative practices for all functions and for the day-to-day operation of the organization
- With assistance of program director and outside consultants, plan or oversee planning of conference(s) including obtaining sponsors and exhibitors
- Develop or oversee process for developing materials and answering questions of provider members regarding regulatory and other issues
- Develop or oversee process for developing materials for members of the public regarding hospice and palliative care
- Serve as MNHPC's primary spokesperson to the organization's members, constituents, government entities and representatives, and the general public
- Lead advocacy efforts at the state and national level
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization
- Supervise and collaborate with organization staff
- Oversee MNHPC Board and committee meetings
- Oversee marketing and other communications efforts, including MNHPC's newsletter
- Develop strategy and implement plan for fundraising, grants and other revenue generating activities, including writing or overseeing writing of donor letters
- Review, approve and sign contracts for services, obtaining approval for contracts of \$10,000 or greater annually from the Finance and Audit Committee of the Board
- Develop with the board specific annual and longer strategic (3-5 year) objectives
- Other duties as assigned by the Board of Directors

**Equal Employment Opportunity:**

- The policy and intent of Minnesota Network of Hospice & Palliative Care is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, disability, sex or age.

**Application Process:**

Please send a cover letter and resume to Karen Dalton at [karen@mnhpc.org](mailto:karen@mnhpc.org). Position will remain open until filled. **Interviews will begin in January with an expected start date in March, 2020.**