

CHIEF EXECUTIVE OFFICER POSITION AVAILABLE with an award-winning national rural health membership association. The National Organization of State Offices of Rural Health (NOSORH) is powered by a State Offices of Rural Health Board of Directors and is dedicated to improving rural health. NOSORH is seeking a CEO who will lead the organization with innovative approaches to growing diversity, equity, inclusion, capacity, and visibility of NOSORH and the fifty State Offices of Rural Health.



The position is ideal for an equity-driven, mission-minded, entrepreneurial leader with a demonstrated track record in building collaboration, making a case for rural challenges, and aligning with traditional and non-traditional partners, including federal funders, policy leaders, and a wide variety of equity-focused organizations. Competitive salary, flexible work schedule, and flexible benefits available.

Environment: NOSORH has been a virtual organization since its inception. All staff work remotely, and all committee and Board meetings are held on an electronic platform or conference call. There are typically five regional meetings, a national conference, and staff and Board strategy sessions held in person annually. The CEO shall have a presence on Capitol Hill, serve on a variety of advisory groups, and participate in partner meetings.

Reporting Relationships: The CEO reports to the NOSORH Executive Committee and Board of Directors. The CEO leads a diverse team of ten staff, including four direct reports: Operations Director, Communication Manager, Technical Assistance Director, and Director of Evaluation and Programs.

Minimum Requirements: Bachelor's degree, at least five years' experience leading rural health programs and virtual teams, experience working in or with a State Office of Rural Health or a background working with non-profit or association boards of directors. Ability to work independently in a remote environment, work across all time zones and maintain NOSORH core hours (12:00 pm to 4:00 pm Eastern). The CEO shall be proficient with online platforms (such as Zoom or Webex), Microsoft Office suite products, and supply basic equipment for a professional remote office. The ability to travel up to twenty times per year is expected when appropriate in a post-pandemic society.

Other: A general summary of the expertise, skills and attributes sought by NOSORH is listed below. A detailed job description can be found at www.nosorh.org/now-hiring.

Expertise:

- Advocacy for meaningful partnerships and new resources
- Population health, social determinants of health, and primary care
- Diversity, equity and inclusion for rural people and places

Skills:

- Entrepreneurial approach to scanning the environment to identify needs and grow resources
- Strategic verbal and written communication on behalf of the organization
- Ability to plan and manage all aspects of NOSORH business
- Ability to gain and leverage federal grants, non-dues revenue and contractual services

Attributes:

- Dedication and passion for the NOSORH mission
- Critical thinking and emotional intelligence to cultivate consensus
- Leadership and managing diverse, vital and remote teams

HOW TO APPLY:

Interested candidates should email a resume, three reference contacts and salary requirements. Applicants should also include a cover letter describing their qualifications for the minimum position requirements and a summary of knowledge, skills and attributes relevant to the position. All materials are to be emailed to Donna Pfaendtner, Operations Director, at donnap@nosorh.org. **Applications are due by March 14, 2022.**



NOSORH Chief Executive Officer - Job Description

The CEO serves as a non-voting Ex-Officio member of the NOSORH Board and is the direct representative in management of all programs and services subject to the policies and directives of the Board; has necessary authority to carry out these responsibilities; and assures that all directives of the Board are carried into effect.

In collaboration with the Board of Directors, develop and identify strategies and policies that guide the direction of NOSORH to fulfill the mission and ensure high-value services to engage members, partners, and stakeholders.

- Make recommendations and support the Board to develop member leadership, recruit and retain board members, establish and implement policies that translate the mission into action.
- Support the Board's annual strategic plan review and update.
- Regularly reports on achievement of strategies to the Board, members, and stakeholders.

Continual scanning of the rural health landscape to ensure a response to policy, funding, and partnership opportunities for NOSORH and SORH.

- Oversee scanning of the rural healthcare landscape to identify potential opportunities and challenges for SORH and their stakeholders.
- Quickly strategize policy positions in response to changing regulatory and policy environments.
- Develop new partnerships and services that support SORH and their stakeholders, grow funding for NOSORH and improve rural health.

Represent the organization to grow advocacy, partnerships, leadership, and engagement within and outside the organization.

- Serve as the liaison officer of the organization to channel communication between the Board, committees, partners, and others to promote the resources and track record of NOSORH.
- Leads policy and advocacy communication to accomplish the organization's priorities, including the development of talking points and engagement with policymakers.
- Ensures broad and dynamic communication tools to engage members and partners with NOSORH, including newsletters, social media, website, and other relevant resources.

Oversee the development of an annual work plan and measurable benchmarks to evaluate the organization's success in reaching goals.

- Directs and supports the staff to seek funding and plan, implement, monitor, evaluate and report on goals, objectives, activities, and impact measures.
- Manages the leadership team in overseeing the work of the staff and contractors to ensure the highest level of service and engagement for partners and members.
- Ensures support for committees and volunteers charged with NOSORH responsibilities, including the necessary logistical efforts, documentation and associated procedures.

Oversight of the funding and operations of the organization following the Board's direction, using best business practices and within applicable laws.

- Cultivates a collaborative work environment for the NOSORH team to ensure equitable, energizing, effective and efficient use of staff time, technology, and talents in all aspects of NOSORH activities.
- Directs the organization's work to seek grants, contracts, dues, and non-dues revenue.
- Ensures sound business practices and documentation following all policies, procedures, government requirements, and contractual obligations.
- Negotiates, approves, and ensures execution and monitoring of all grants, cooperative agreements, and contractual agreements to ensure compliance and maximum benefit.
- Directs the recruitment, selection, employment, compensation, development, and discharge of all employees.
- Ensures regular assessing, monitoring, and minimizing risks to the organization, including security and storage of equipment and NOSORH data.

NOSORH is an equal opportunity employer dedicated to growing diversity, equity, and inclusion in rural health.