



PO Box 335 ♦ Fargo, ND ♦ 58107

North Dakota Public Health Association

Executive Director

Start Date: Spring 2018
Title: Executive Director
Responsible to: Governing Council
Hours: 10-15 hours/week
Salary/Benefits: \$20/hour

Organization Overview

The North Dakota Public Health Association (NDPHA), an affiliate of the American Public Health Association, has been a leading voice for public health in this state since 1944. Its vision: “to be the leading professional organization recognized as the voice for public health;” and its mission: “to improve, promote, and protect health for residents of North Dakota through leadership in policy, partnerships, and best practices.” NDPHA is a non-profit organization that brings together public health professionals, volunteers, and community advocates in identifying and addressing public health issues in a coordinated manner by encouraging collaborations among private, public, and for-profit sectors; increasing the knowledge and competency levels of our members; promoting high standards through professional development; and increasing awareness and understanding of public health principles and practices. Our members include professionals from local public health departments, the state health department, hospitals, community agencies, universities, and professional organizations in North Dakota.

Position Overview

This part-time appointment position is a newly revised position and is funded through membership dues and program revenue. The goals for this position are outlined below and the purpose of this position is to support the strategic direction, goals, and infrastructure set by the Governing Council. Additionally, over the next 3 years, the objective of this position will be to transition from 100% membership based funding to 50% membership and 50% grant funded position. This revised Executive Director position purpose is to become established as a self-sustaining part-time position responsible for organizational growth and day-to-day management and operations. The ED works under the direction of the NDPHA President and Governing Council.

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Primary Duties and Responsibilities

Fund Raising and Grant Writing – 35%

- Assumes primary responsibility for fund raising and grant research and writing
- Coordinates with Governing Council in sponsorship development, and membership recruitment
- Provide coordination of grant funded programs

Administrative Leadership – 25%

- Supports the mission, goals, and by-laws of the organization
- Maintains the Association office; ensures the efficient and effective day-to-day operation of the organization and communication with members, NDPHA Governing Council, APHA, partners and general public
- Responsible for membership management
 - Track current and past membership status,
 - Assist with membership applications and renewals as requested,
 - Maintain member records and contact information, and
 - Assist with membership recruitment initiatives
- Provides leadership to the NDPHA Governing Council in development of the organizational strategic plan and related mission, goals and by-laws
- Develop an operational plan, for and with the Governing Council, that incorporate the goals, objectives and actions of the NDPHA Strategic Plan
- Develop and implement an NDPHA communications policy for and with the Governing Council that incorporates the missions and goals of the NDPHA.
- In collaboration with Governing Council members, serves as NDPHA's primary contact for all NDPHA communications and association activities:
 - Prepare quarterly newsletter to include articles, photos, etc.
 - Review and facilitate the Association web site updates.
 - Maintain e-mail distribution lists for membership and utilize multiple communication modalities.
 - Distribute newsletters via email, legislative alerts, other association updates or information to the membership as information becomes available in accordance with Association communications policy.
 - Other tasks as agreed upon by both parties.
- Coordinates and encourages the work of NDPHA committees
- Provides staff support to the NDPHA Governing Council and prepares meeting agenda

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and supporting materials

- In cooperation with the Governing Council, recruits and orients new members of the Governing Council

Advocacy – 20%

- Coordinates with partner organizations on advocacy issues of value to NDPHA
- Supports the Policy Committee in legislative tracking; and provides communication with policymakers as needed.

Relationship Building – 15%

- Creates, maintains, and nurtures effective alliances and partnerships with the North Dakota Public Health Foundation, North Dakota State Association of City and County Health Officials, North Dakota Department of Health, and others as identified by the Governing Council
- Communicates with partners to keep them informed of the work of the organization and to identify changes as they occur in the public health field
- Establishes good working relationships and collaborative arrangements with public health partners, policy makers and other organizations to help achieve the goals of NDPHA
- Support planning activities for NDPHA conferences, and other training and education events.
- Liaison from NDPHA to the American Public Health Association

Financial planning and management – 5%

- Prepares and submits NDPHA budgets and business plan based on guidelines from the Treasurer
- Works with the NDPHA Governing Council to assure adequate funding for the operation of the organization, including researching additional funding sources
- Approves expenditures within the authority delegated by the NDPHA Governing Council
- Administers the funds of the organization according to the approved budget and monitors the monthly cash flow of the organization
- Provides the NDPHA Governing Council with comprehensive, regular reports on the revenues and expenditures of the organization
- Ensures that the organization complies with all rules covering non-profit organization operations