

New Hampshire Nurses Association

Job Description

Position Title: Executive Director
Reports To: Board of Directors
FLSA Status: Exempt
Version Date: November 2022

Position Information

Assignment Category: Part-Time; hours variable 24-32 hours
Location: Concord NH / Virtual (on-ground / virtual blended position)

Job Description Summary:

The Executive Director (ED) provides oversight and leadership for New Hampshire Nurses Association operations, programs, personnel, communications, and strategic plan in compliance with NHNA Bylaws, policies and procedures. The ED is responsible for the day-to-day management of the organization, advancing membership development strategies and planning to ensure alignment of growth and operations as laid out in the strategic plan of NHNA. The ED is the key individual mentoring and advancing the work of NHNA membership as well as all volunteer activities and commissions to advance engagement and to ensure they produce desired results consistent with the overall strategy and mission of NHNA. The ED is responsible for interprofessional collaboration with statewide stakeholders overseeing the legislative climate on behalf of NHNA and with respect to organizational and ANA policies, procedures, and bylaws.

Key Functions and Requirements: Major Tasks and Duties Include But Are Not Limited To

Strategic Plan Advancement

1. In alignment with the NHNA organizational mission and strategic plan, engage in membership development-related (advocacy) initiatives.
2. Preparation for and attendance at NHNA/ANA and other organizational meetings.
3. Co-develop and execute fundraising initiatives to include membership growth in collaboration with the NHNA Board of Directors and Commissions.

Human Resources

1. Supervise and collaborate with association’s contractors.
2. Maintain conflict of interest records with attention to related laws and requirements.
3. Maintain organizational policies consistent with industry standards.

Process Management

1. Serve as spokesperson for the association in collaboration with the board of directors in the execution of NHNA's strategic and business plan.
2. Prepare and maintain Board-related documents, to include all organizational meetings and calendar of events.
3. Oversee annual NHNA elections in collaboration with Board Secretary and in accordance with NHNA Bylaws.
4. Oversee yearly NHNA signature events, such as annual awards ceremonies and business meeting with membership.

Fiscal Management

1. Plan and oversee the organization's budget with accuracy and integrity. Collaborate with the NHNA Treasurer and others per the direction of the Board of Directors.
2. Prepare financial reports to include tax returns with accuracy and due diligence, ensuring compliance with state and federal reporting requirements.
3. Ensure fiscal responsibility with the association's resources in alignment with the strategic plan and bylaws.

Relationship Management

1. Role model, representing the organization through situational awareness, ongoing personal self-reflection, and high-level communication skills creating a culture of inclusion.
2. Skillful management of confidential and sensitive information and situations.
3. Ability to represent NHNA with professionalism and integrity.

Qualifications and Experience Profile

- **Active, unencumbered, RN License in NH**
- **Bachelor's Degree or higher in Nursing: Master's Degree in Nursing or related field preferred**
- **Completion of NH Background Check**
- **Minimum of five (5) years in Nursing**
- **Experience and skill working with boards of directors**

Desired Skills

- **Highly organized, self-starter with ability to manage projects with limited oversight.**
- **Strong leadership, management, supervision, and interpersonal skills.**
- **Excellent verbal and written communication and oral presentation skills.**
- **Demonstrated ability to work collaboratively with diverse stakeholders.**
- **Strong strategic thinking skills.**
- **Ability to make effective decisions by analyzing information and considering priorities.**
- **Excellent analytical, problem solving, and evaluations skills.**
- **Demonstrated knowledge and experience with state government and legislative process.**

- **Demonstrated experience in managing a large number of projects through volunteer teams in a cross-functional environment.**
- **Demonstrated experience with creating and managing budgets.**
- **Strong desktop computer skills including full suite of Microsoft Office programs and virtual meeting platforms.**

Supervisory Responsibilities

- **Supervise and collaborate with association's contractors.**

Working Conditions/Physical Demands

- **Blended on-site/virtual work site**
- **Frequent sitting and computer use**
- **Occasional lifting, up to 25 lbs.**
- **Travel locally and occasionally state-wide and at least annually to attend ANA meetings nationally.**
- **Evenings and occasional weekends required**

3 professional references at the time of hire