



nurses  
for sexual & reproductive health  
access. education. community.

## EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

### MISSION

Nurses for Sexual & Reproductive Health provides students, nurses and midwives with education and resources to become skilled care providers and social change agents in sexual and reproductive health and justice. <http://nursingstudentsforsexualandreproductivehealth.org/>

### VISION

We envision a world in which all people have access to just and dignified full-spectrum reproductive and sexual health care.

This job is virtual. Work from your office. Report to a Board of Directors.

### QUALIFICATIONS

The ideal Executive Director will have a passion for our mission; experience in financial oversight, supervision and staff management; and experience in operational systems assessment and improvement. The Executive Director reports directly to and works with the Board of Directors. This job is virtual. Communication skills, proficiency in computers and online data sharing are required.

Our ideal Executive Director will have successfully worked remotely, or live in or have flexibility to travel to Minneapolis, MN. The ideal candidate will understand the NSRH mission and vision, have prior non-profit and/or for-profit leadership experience, and will be excited to expand the organization, working with staff, board and funders.

**NSRH** has an annual budget of approximately \$500,000. In addition to the E.D. there is an Administrative Assistant based in the Minneapolis office, and a Program Manager who works remotely from the West Coast. There is an active Board of people from diverse professions and backgrounds, all passionate about the organization's work.

### RESPONSIBILITIES

- Ensure continuation of essential services at NSRH by providing leadership and direction to the organization. This will include managing daily operations including programmatic activities, staff, and consultants.
- Promote the Mission: Support the mission of NSRH at the operational and strategic levels.
  - Maintain relationships within and a deep knowledge of our community, assuring that the organization has an effective long-range strategy to achieve its mission, provide leadership for its programs, strengthen organizational matters, and implement Board-approved financial plans.
  - Increase and SUSTAIN an effective, nationwide network of nursing student activists, faculty, clinicians, alumni, allies, and mentors as champions of reproductive and social justice; committed to the elimination of racial, social, and economic inequities;
  - SUPPORT nursing students, faculty, and clinicians as leaders, experts, and advocates within social justice movements and reproductive healthcare;
  - EMBRACE reproductive and social justice so that the nursing profession represents the diverse populations we serve, and to affirm the nursing profession as one that supports and nurtures patients

and clinicians from all races, ethnicities, abilities, religions, genders, gender expressions, ages, and sexual orientations;

- PROVIDE a courageous environment that encourages open and honest dialogue on topics of diversity and social justice as a way to challenge students, faculty, and clinicians to examine their own social and cultural identities and their responses to systems of oppression, power, and privilege;
  - In conjunction with the management team and staff, IDENTIFY areas where systemic or policy reforms are needed and lead or oversee NSRH's work with other advocacy groups and stakeholders to promote systemic or public policy changes, legislative reforms, and public awareness of issues benefiting the mission of NSRH.
- Fundraising & Development: Design and execute NSRH's development strategy, including: working well with and stewarding current donors, identifying potential foundation and corporate partners, preparing grant proposals, writing annual reports, and assuring compliance with grant conditions, overseeing fundraising special events, leading fundraising campaigns, and maintaining the development database.
  - Finance & Risk Management: Provide leadership and oversight to assure sound financial practices and budgets, complying with legal/tax requirements, and expand revenue sources within the mission of NSRH.
    - Maintain NSRH's financial health through budget advocacy, private fund development and other appropriate sources of revenue;
    - Ensure that sound financial practices are maintained including monitoring cash flow and reserve funds;
    - Oversee and exercise authority on all budgetary matters, in collaboration with the Board of Directors;
    - Administer time and attendance, payroll and benefit systems;
    - Work with the Board Treasurer, staff and financial consultants to develop a budget.
  - Board Administration/Support: Report to the Board concerning the organization, community needs, proposals and initiatives, financial issues and other matters, and lead the Board in their involvement in fundraising and volunteer activities.
    - Be a resource and support to the Board, advising and providing recommendations on significant issues as they arise. Maintain regular communications with the Board;
    - Attend and participate in all Board meetings, set the agendas, prepare reports and supporting materials, and keep the Board and its Chairperson regularly apprised of all significant developments including but not limited to finances, staff, programs, clients, and community;
    - Draft policies for the approval of the Board and prepare procedures to implement those policies; review existing policies annually and recommend changes to the Board as appropriate.
  - Organizational & Staff Oversight: Oversee a small staff and volunteers. Provide leadership and guidance, maintain high-quality staff relationships, foster collegiality and respect, and support professional development.
  - Compliance: Maintain primary responsibility for NSRH's compliance with all policies, rules, regulations and statutes of all relevant governing bodies.
  - Community/Public Relations: Serve as an ambassador to our community, cultivate relationships with groups, individuals and organizations, develop collaborative programs, and promote the activities of the organization, its programs and goals.
    - Represent or designate NSRH representatives at local, statewide and national workgroups, conferences and meetings.

## QUALIFICATIONS

- Alignment with NSRH mission, vision and values
- Proven ability to work virtually including communication and computer proficiency. Ability to arrange scheduling with nationally located board members, manage staff in two locations.

- Commitment to diversity and cultural competency
- Demonstrated success in leadership roles
- Demonstrated ability to manage budget and produce accurate financial reports
- Proven leadership, coaching and management skills
- Experience with organizational development and design
- Demonstrated ability to work effectively and collaborate with staff, Board, funders, stakeholders and community partners
- Persuasive communication and interpersonal skills

Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, sexual orientation and gender presentation, national origin, age, disability, or any other category protected by applicable federal, state, or local laws. We continually seek to build and maintain a workforce that reflects rich diversity.

**To apply, please follow the directions below. Please respond the following way via email:**

- In the **Subject line** of the email put your **Last name and NSRH**
- Email a word or pdf document of your **resume and a cover letter**, in separate documents to: **candidate@janssenrecruiting.com**
- Please include your LinkedIn profile URL **and** where you saw the job posting
- Your candidacy will be held in the strictest confidence
- Applications will be accepted until April 2, 2018

**APPLICANTS please read this COMMUNICATION:** *You will only be contacted if your skills and experience closely fit the specific requirements of this position. If you do not hear from us, we will keep your resume on file in case we can refer you to another organization. We will not release your resume or contact information without your permission. All applicants will be considered. Thank you for applying for this position.*

