

Job Title: Executive Director

Organization: Healthy City, Inc.

Location: Midland, TX

Closing Date: Open until filled

Job Description:

The Executive Director of Healthy City, Inc. leads all staff activity in management of the daily operations of the organization consistent with the leadership provided by the Board of Directors.

MISSION STATEMENT

Healthy City is a 501(c)(3) non-profit organization created to raise awareness and increase education on how to improve overall health and prevent and reverse the most common disease processes from a scientific and medical research-based perspective. Healthy City is also committed to increasing the resources and support available in west Texas for those committed to a whole food, plant-based lifestyle.

I. ORGANIZATIONAL RELATIONSHIP(S)

The Executive Director is responsible to the Board of Directors and works closely with the Board President.

II. PRINCIPAL RESPONSIBILITY:

The Executive Director is the staff person held ultimately responsible for the overall administration, financial management and fund raising, program development, personnel administration, community/public relations, and Board relations.

III. KEY RESPONSIBILITIES

The Executive Director will be responsible for the following:

Mission & Program:

- Thoroughly understand Healthy City and its mission and policies, culture, values, history, key stakeholders, programs, finances, and strategic plan;
- Ensures that appropriate programs and services are provided in the service area consistent with priority needs and the mission;
- Maintains a depth of understanding of program histories, current program successes and potential for future innovations;
- Stay abreast of philanthropic, economic, and social and community trends related to Healthy City; ensure that staff and board are informed of changes in trends and initiatives that might impact the organization;
- Recommend policies and procedure consistent with best practices for the acquisition and management of assets;
- Provide leadership and consultation for permanent and temporary exhibits;
- Ensure that Healthy City observes ethical best practices for the industry.

Board Development:

- Make opportunities for board training available and known to board members and encourage attendance.
- Promote active participation by board members and support effective board functions. Ensure that committees have the information and support necessary to fulfill objectives.

Fundraising:

- Oversees and expands fundraising activities including individual giving, foundation grant support and foundation relationships, corporate participation and special fundraising events;
- Oversee implementation of a strategic plan to generate revenue through various fundraising efforts. Oversee planning and implementation of special events. Identify, cultivate and solicit donors in collaboration with development personnel and board members.

Human Resources:

- Directs the placement of human resources to facilitate accomplishment of goals and objectives through effective recruiting, hiring, evaluation and feedback, training, developing, coaching, counseling and mentoring strategies. Ensures that employment and termination decisions are made on a timely basis consistent with all appropriate principles of human resource management;
- Establish and maintain working relationships with staff, volunteers, individual donors, and corporate executives;
- Establishes and maintains effective relationships and/or networks with professional and social service organizations, funders/donors, providers, governmental entities, corporations and other voluntary agencies.

Public Awareness & Accountability:

- Conform with and abide by all regulations, policies, work procedures, and instructions;
- Increase visibility of programs and services and maintain good public relations in collaboration with marketing and development personnel and board members.
- Provide oversight to staff and volunteers with marketing responsibilities.
- Implement a marketing plan to increase visibility, publicity and education of the community through a variety of methods.

Technology:

- Create and execute plans for maintaining and updating existing technology and resources. Acquire and allocate funds for technology resources.

IV. PERSONAL CHARACTERISTICS

The Executive Director must be:

- Someone committed to and enthusiastic about the mission and vision;
- A strategist who is adept at planning, prioritizing, organizing and following through;
- A superior communicator;
- An individual with credibility, good judgment, honesty, integrity, trust, and the ability to motivate others in a similar vein;
- One who shares information readily, listens as well as gives advice and respects the abilities of others; and

- A person who presents a high degree of maturity, sophistication, self-confidence, flexibility and caring.

V. CRITICAL COMPETENCIES FOR SUCCESS:

- Organization and Mission Focus - Looking across the organization for opportunities to apply ideas that expand influence and impact. Role modeling Healthy City's values.
- Program Acumen – Develops a depth of understanding of program histories, current program successes and potential for future innovations.
- Financial Management – oversees the fiscal soundness of the organization.
- Talent and Relationship Development – Possess the capacity to identify, observe and contribute to management and staff development; ability to model appropriate words and actions; ability to gain credibility and build relationships across functions and cross-culturally, among multiple constituencies.
- Thought Leadership - Demonstrate innovation, intention, and quality of contribution to program, advocacy, training and research activities. Intellectual curiosity and a learning orientation for her/himself and the organization.
- Communications – Possess ability to articulate, persuade, engage, and listen effectively. Ability to use different methods of communication appropriately. Skilled at delivering strong and compelling presentations.

VI. IDEAL EXPERIENCE

The ideal candidate will have the following experience and qualifications:

- Leadership/management experience within the context of current or recent employment. Bachelor's Degree required.
- Demonstrated experience in working effectively with a Board of Directors.
- Leadership and strategic qualities to develop and manage staff and to direct day-to-day activities and operations;
- Supervisory experience required;
- Demonstrated fiscal management, budgeting and fund-raising experience.
- An organized and strategic approach to fundraising with experience in managing, developing and coordinating successful fundraising efforts;
- Demonstrated experience in effective communications in the community and the public.
- Demonstrated success in the cultivation, solicitation and stewardship of foundation and corporate donors;
- Knowledgeable of the legislative/ advocacy process.
- Familiarity with volunteer organizations.
- Proven ability to recruit, train, counsel, motivate and lead.
- An effective communicator who is articulate and persuasive in written and verbal communications; adept at crafting proposals, donor correspondence and other kinds of materials and making presentations to a variety of audiences;
- Strong interpersonal skills.
- Demonstrated ability in building partnerships, coalitions, individual relationships; ability to bring together diverse segments of the community to work together for a common goal.
- Demonstrated understanding and appreciation for the use of technology and information systems in increasing organizational effectiveness.

VII. COMPENSATION

Compensation will be commensurate with experience and record of successful achievement.

ADA-

1. Ability to travel independently on the grounds and in the community to attend various meetings with the public.
2. Ability to converse verbally and in writing with others regarding activities and services with various stakeholders and employees.
3. Ability to utilize information systems and multi-line phone system.

How To Apply

Send resume to Laurie Johnson by email to ljohnson@nmc-pb.org or by mail to Nonprofit Management Center; Attn: Laurie Johnson; 3500 North A Street, Suite 2300; Midland, TX 79705.