



Executive Director - Position Description

The Michigan Community Health Worker Alliance (MiCHWA) is a collaborative, statewide non-profit organization with the mission to promote and sustain the integration of community health workers (CHWs) into Michigan's health and human service systems through coordinated changes in policy and workforce development. MiCHWA is directed by a Board of Directors.

Nature of the Position

The Executive Director reports to and works in partnership with the MiCHWA Board, with overall responsibility for the planning, implementation, administration and management of MiCHWA's programs, services and systems, and fiscal resources and supervises its staff. This fully remote position provides leadership, vision, and direction for MiCHWA and works with the Board to develop and oversees implementation of organizational strategy. The Executive Director implements policies approved by the Board. The Executive Director represents the organization in the community, engaging community members, raising awareness of community health workers (CHWs) among stakeholders, and helping to inform public policy affecting CHWs.

Essential Functions:

- Maintains MiCHWA's compliance with federal regulations needed to maintain MiCHWA as a 501(c)3 public benefit nonprofit organization.
- Maintains a positive relationship with existing partners and fiscal sponsors.
- Increase revenue streams and grant related work for overall organization sustainability.
- Provide leadership to expand MiCHWA's statewide activities.
- Provide leadership to expand fiscal and other resources support needed to sustain and develop MiCHWA.
- Ensure effective systems to track and communicate MiCHWA's progress to the Board, funders, and other constituents.
- Ensure alignment around MiCHWA's strategic goals among Board, staff, partners, allies and stakeholders; recommend timelines and resources needed to achieve strategic goals
- Guide and supervise MiCHWA's remote staff.
- Ensure an appropriate accounting system and adherence to financial management best practices and reporting guidelines
- Ensure successful execution of MiCHWA's grants and contracts.

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Position Duties

Fiscal and Resource Planning and Management

Develops projections and works with the Board to develop and implement a fiscal sustainability plan to assure adequate cash flow to meet organizational needs, in accordance with MiCHWA's mission, goals and objectives.

In partnership with the Board of Directors and staff, establish and implement fundraising goals to support existing program operations and growth (e.g., grants, contracts, sponsorships, donations).

Implements Sustainability Plans

Formulates annual and other budgets, prepares regular budget and expenditure reports to the Board and makes financial decisions consistent with the budget as approved by the Board.

Maintains an accounting system that meets all federal, state and local compliance standards.

Leadership, Management and Administration of MiCHWA Programs and Operations

Direct the development of MiCHWA's strategic plan for achieving its mission, goals and objectives, including an annual plan of work to be approved by the Board

Assure implementation of the strategic and annual plan, overseeing the development, implementation, and evaluation of programs and services that support the mission, goals and objectives

Oversee grants and contracts to assure compliance with fiscal and programmatic grant and contract requirements, complying with all local, state, and federal legal requirements

Conducts multiyear financial analysis, analyzing trends, and engaging the board in strategic discussions about financial stability and sustainability, including the development of adequate operating reserves

Leads fundraising efforts, including supporting the Board's involvement in fundraising, cultivating and soliciting donors and implementing fundraising plans and policies approved by the Board.

Prepares and submits grant and contract applications and other funding proposals as appropriate

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Staff Management and Organizational Culture

Develops a staffing structure that supports the efficient delivery of programs and services, accomplishment of major goals identified in the strategic plan, and effective overall management

Leads, coaches, develops, recruits, and retains a high-performing staff team; ensure performance feedback and staff development opportunities.

Fosters and serves as a model for a healthy organizational culture that is rooted in MiCHWA's core values; nurture a workplace that welcomes diversity and promotes work-life balance.

Ensures appropriate systems and practices to encourage and celebrate the contributions of volunteers.

Develops and ensures that personnel procedures are consistent with MiCHWA's Employee Handbook; develop an Employee Manual for MiCHWA once it is established as a nonprofit organization.

External Relations

Building positive relationships with MiCHWA Work Groups, current and prospective partner organizations, CHW employing organizations and other stakeholders, governmental entities, policymakers, media, and others

Serves as chief spokesperson and organizational liaison for MiCHWA, responsible for representing MiCHWA, including public relations, participating in key associations and organizations, serving on committees and advisory groups, and speaking in public settings about the CHW profession, CHW education, training, and registry; and about MiCHWA.

Maintains and ensures the quality of the MiCHWA Website, Registry, and external communications

Board Partnership

Works with the Board chair and Executive

Committee) to:

Support the development of the Board and individual Board members, especially CHWs

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Develop annual goals and objectives for MiCHWA subject to board discussion, review and approval; support development of MiCHWA Work Group goals and objectives

Identify key issues for Board deliberation

Develop agendas for Board meetings; ensure that all agenda items have adequate input from subcommittees and work groups; and ensure that materials that facilitate Board analysis of issues and decision making are provided for Board meetings in a complete and timely manner

Provides regular, timely internal financial statements to the Board that compare performance to budget and to the previous year or other benchmark;

Oversee administration of Board meetings and actions. Arrange for documentation of the deliberations of all Board meetings.

Track all recommended Board actions and maintain a reporting process to the Board.

Required Qualifications and Expectations

- Knowledge, experience and commitment to the promotion and sustainability of the community health worker profession; commitment to promotion of social justice and public health through policy and systems change
- Experience with strategic program and fiscal planning and implementation; administration and management of programs, services, systems and fiscal resources; knowledge of public policy development
- Master's degree or equivalent in a health, human services, policy, social work, management or related field
- Excellent writing skills, including experience developing grant proposals and reports
- Excellent oral communication skills, including presentations and facilitation
- Excellent interpersonal skills; skills in networking and relationship building; ability to develop and maintain rapport with diverse stakeholders including CHWs, MiCHWA's Board members, staff, public officials, leaders and staff of stakeholder organizations and community members
- Experience and confidence in providing leadership and managing multiple, simultaneous projects and initiatives
- Ability to handle changes, challenges and conflict in a positive and graceful manner
- Knowledge and ability to work with systems needed to accomplish MiCHWA's goals

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- Experience working in a team environment, and taking direction from the Board of Directors
- Willingness to travel within the state of Michigan and across the United States as necessary
- Experience supervising diverse staff

Preferred Qualifications and Expectations:

- Familiarity with health care policy and financing in Michigan
- 5 years of experience in nonprofit management, with at least 2 years at an executive staff level
- Experience with remote work and remote staff management

Compensation:

- The work of MiCHWA is guided by the following values: advocacy, consensus, competence, stewardship, integrity, inclusion and diversity, partnership, CHW Voice, and social justice. In addition to the work of ensuring that Michigan has access to a trained and sustained CHW Workforce, MiCHWA offers a competitive full-time salary range of \$70,000 - \$85,000 commensurate with experience for this position. Benefits include paid time off, paid holidays, medical, dental, vision, short term and long-term disability, a 401K plan and more.