



POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR HEALTH MINISTRIES NETWORK

The Health Ministries Network (HMN) is seeking a part-time Executive Director to support the mission of providing educational activities and support for Parish Nurses, Faith Community Nurses, and Health Ministers.

ORGANIZATION: For the past 20 years, these dedicated women and men have served as Parish Nurses, Faith Community Nurses, and Health Ministers supporting their congregations by promoting healthy lifestyles, recognizing early signs of disease, and comforting those who are ill. This significant work delivers support for whole-person health and integrates mind-body-spirit wellness and healing. We believe that by linking HMN congregations with community organizations and hospital resources, we achieve a higher standard of healthcare.

The Health Ministries Network has operated within different organizational structures and organizations homes. In 2017 the HMN transitioned to a separate non-profit corporation with an interim staff. The HMN will continue to embrace its long standing mission to leverage resources that train, prepare, and support the network of parish nurses, faith community nurses, and health ministers while seeking new service opportunities. The HMN is an affiliate of both regional and national professional organizations. The HMN operates primarily within Whatcom County while providing support to members within Skagit, Island, and San Juan Counties, in collaboration with our supporting partners, the Chuckanut Health Foundation, JBT Parish Nurse Education Fund, Peace Health Community Collaboration, and community supporters.

The HMN will seek to expand its services within communities of faith and in other community organizations. A passion to work with a variety of faith traditions toward a common goal of service is essential to the position. This is a unique opportunity to work in an organization with a strong history of service while actively looking to expand services to the broader community.

POSITION RESPONSIBILITIES:

Organization Mission and Strategy: Works with Board of Directors and staff to ensure that the mission is fulfilled through strategic planning, program development and community outreach.

Board Governance: Works with Board Officers in order to fulfill the mission of HMN through effective communication and planning.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization including fund development, fundraising efforts, grants, and budget management

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate including program delivery, staff management, and administrative activities.

The full Scope of Responsibilities is appended to this announcement.

PROFESSIONAL QUALIFICATIONS:

- An experienced Faith Community Nurse or Health Minister preferred
- BA/BS in management, public administration, nursing, education or related field. An advanced degree is a plus
- Demonstrated leadership ability
- Experience as non-profit board member or working with non-profit boards is a plus
- Ability to function as a team member
- Experienced public speaker
- Excellent written and oral communication skills
- Computer skills and expertise in working with MS Office
- Excellent organizational skills
- Other duties as needed

POSITION SPECIFICS:

Reportage: The position reports to the HMN Board of Directors through the Board President.

Compensation: (depending on experience/expertise) is \$1,400/ month for 10 to 15 hours per week. Flexibility to meet program needs is essential. Some limited evening and weekend work may be necessary. This is a contract position, and there are no benefits.

Training/Development: Within the first year of employment the HMN anticipates supporting the Executive Director to attend regional and national training for Health Ministries. The current Acting Executive Director will coordinated organizational specific training with the Executive Director.

Start Date: Anticipated July 1, 2018 with some flexibility on specific date. Training/Internship will be necessary during (based upon schedule) the month of June 2018.

APPLICATION: HMN is now accepting resumes /cover letters with anticipated review beginning May 31, 2018 and interview dates in late April/early May. The position is open until filled and applications will be accepted until that time.

Please submit: a current resume, a cover letter outlining how your education, experience, and perspectives will support the organizational mission and the position responsibilities, and at least two references (with phone numbers and email contacts) that support your qualifications for this position.

Application materials should be mailed to:

Health Ministries Network
800 E. Chestnut St., Suite 1A
Bellingham, WA 98225

E-mail: Sampson@healthministriesnetwork.net (prefer application are in .pad file format)
Address any questions to Sampson@healthministriesnetwork.net



HEALTH MINISTRIES NETWORK

EXECUTIVE DIRECTOR

SCOPE OF RESPONSIBILITIES

The Executive Director (ED) of Health Ministries Network is responsible for overseeing the administration, education programs and strategic direction of the organization. Other key duties include fundraising, marketing, and community outreach in cooperation with HMN staff and Board of Directors.

Organization Mission and Strategy: Works with HMN Board and staff to ensure that the mission is fulfilled through strategic planning, program development, and community outreach.

- Responsible for implementation of Health Ministries Network's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that Health Ministries Network can successfully fulfill its Mission into the future.
- Responsible for the enhancement of Health Ministries Network's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Board Governance: Works with Board Officers in order to fulfill the organization mission.

- Responsible for leading Health Ministries Network in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of Health Ministries Network, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support Health Ministries Network's mission.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of Health Ministries Network operations.
- Responsible for the hiring, supervision, evaluation and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.