

JOB DESCRIPTION
MATERNAL INFANT SERVICES NETWORK (MISN)

Title: Executive Director

Reporting to: Board of Directors

Mission Statement: MISN is dedicated to family and community health and wellness across the lifespan and access to healthcare and health equity for all. MISN will provide the organization and administration to bring service providers, consumers and other agencies together in order to reach service goals within the targeted area of the Mid-Hudson region.

Job Objective: To manage the agency's daily operation, supervise Program Managers and Coordinators and to ensure achievement and advancement of the MISN mission, goals and values, while promoting the long-term sustainability of the agency.

Qualifications:

Master's degree in public health or related field preferred (BA with significant senior level management experience considered)

5+ years senior level management experience

Leadership experience in not-for-profit or public sector, and the NYS healthcare transformation initiatives.

Excellent writing, communication and inter-personal skills.

Content expertise in perinatal, adolescent and community health.

Commitment to achieving health equity and overcoming health disparity.

Scope of Position:

- Lead and manage MISN, according to the strategic direction set by the Board of Directors.
- Direct day-to-day operation of the MISN including: all personnel decisions; developing and maintaining procedures and practices that guide the actions of MISN and its employees.
- Formulate and advance agency's mission, goals, strategic plan and policies, suggesting changes as needed.
- Develop and implement the annual budget, working with the Fiscal Manager, the Treasurer and the Finance Committee of the Board. Cooperate with external auditors and the Board to ensure appropriate fiscal controls.
- Assure compliance with all applicable contracts, laws and regulations. Submits timely reports and required deliverables to granting and inspecting agencies.
- Identify and respond to new funding streams and opportunities to support the mission of the agency, including requests for proposals/applications, contractual agreements, fund development and fund raising opportunities.
- Represents the agency on local, regional, statewide and national coalitions and forums that address health across the lifespan and social justice.
- Any other duties deemed appropriate by the Board of Directors.