

# Confluence Public Health Alliance

## POSITION DESCRIPTION

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**JOB TITLE:** Executive Director  
**REPORTS TO:** Board of Directors  
**FLSA STATUS:** Exempt  
**APPROVAL DATE:** July 6, 2021

### About the Confluence Public Health Alliance:

Confluence Public Health Alliance (CPHA) is an independent, non-profit organization that provides leadership and management, operational, administrative and support services to its three corporate member organizations: Montana Public Health Association (MPHA); Montana Environmental Health Association (MEHA) and Association of Montana Public Health Officials (AMPHO). CPHA is dedicated to promoting the health of Montanans by providing services that advance innovation and collaboration among public health organizations and the individuals who deliver programs, services and protections that impact public health.

### Position Summary:

The Executive Director will be a senior executive with public health expertise and previous experience including managing health-related organizations or programs. The ED will report to the CPHA Board of Directors.

The CPHA is in its first year of operation and aims to create an organization that is efficient, accountable, influential, responsive to its member organizations (MPHA, MEHA and AMPHO), and inclusive of all disciplines and roles in the public/environmental health system. The CPHA was created to develop shared staff and infrastructure to support its member organizations by pooling resources. The ED will be the initial employee hired by the CPHA.

During the first year, the ED will transition all operations of its member organizations to CPHA, and will lead development of all aspects of CPHA operations, including accounting, finance, purchasing, human resources, policy and procedure, and information technology. At the same time, the ED position will be critical to development of the CPHA long-term vision, resource development plan and its programs and services.

The CPHA Board expects its funding, programming, and staff to evolve and grow. The CPHA ED will necessarily possess a passion for improving the public's health, along with leadership qualities, drive and vision, the ability to work in a fast-paced environment, to adapt to changing needs, and a willingness to take on whatever is needed to create a successful CPHA. The ED will be the public face of the CPHA and is responsible for all aspects of CPHA communication and partnership development.

### Essential Functions

#### **Leadership, vision, mission, strategy**

The ED will work with the CPHA Board to ensure that the vision and mission of CPHA and its member organizations is fulfilled through strategic planning, and development and implementation of programs and services.

- Develop and lead a regular, cyclical strategic planning process that involves the CPHA Board and the Boards of its member organizations (MPHA, MEHA, AMPHO).
  - This unified strategic plan will include overarching goals for CPHA, as well as goals that are specific to each of its member organizations.
- Assure operations, programs and services align with the CPHA strategic plan and are informed by science and stakeholder involvement.
- In coordination with the Board, develop and oversee programs and services that allow CPHA to achieve its vision and mission to:
  - strengthen its member organizations,
  - promote the health of Montanans,
  - advance innovation and collaboration among public health organizations, and
  - and serve individuals who deliver programs, services and protections that impact public health.

### **Governance**

Report to and coordinate closely with the CPHA Board. Seek Board involvement in policy decisions, resource development and to increase the visibility of the CPHA.

- Develop and cultivate engaged and effective CPHA, MPHA, MEHA and AMPHO Boards of Directors.
  - Provide Boards with regular communication and easily accessible information so they can function properly and make informed decisions.
  - Create a system of coordination among the CPHA, MPHA, MEHA and AMPHO Boards.
  - Ensure orientation, training and development of members of the CPHA, MPHA, MEHA and AMPHO Boards.

### **Operations and administration**

The ED will support the CPHA by leading the development and implementation of all aspects of its operations and administration.

### Accounting, finance and risk management

- Establish and maintain accounting and financial management policies, processes, procedures and internal controls necessary to assure adherence to annual budgets, successful independent audits (as required), and compliance with all relevant accounting standards, laws, regulations and best practices. This will include working with a contractor(s) with appropriate accounting, audit and financial management expertise.
- In consultation with the CPHA Board, develop, manage and monitor the CPHA annual budget.
  - The three corporate member organizations (MPHA, MEHA and AMPHO) will combine funds to create the CPHA annual budget, therefore, the ED must assure:
    - policies and procedures are in place to transfer funds from member organizations to create, monitor and manage the CPHA annual budget, and
    - member organizations also meet all relevant accounting standards, laws and regulations.
- Develop, coordinate and manage contracts, grants and agreements, and assure compliance with all requirements of local, state, federal and private sector entities. This may include contracts for services to support CPHA, as well as contracts for CPHA to provide services on behalf of other governmental and private sector entities. Initially, this may require contracting for the appropriate legal and other expertise.
- Research and secure, as directed by the Board, the necessary insurance policies to protect CPHA and its board members, assets and employees.

### Human resources

In coordination with the Board, lead the development and implementation of all aspects of human resource services.

- Develop and oversee human resource policies and procedures that ensure CPHA is an excellent employer and in compliance with applicable federal and state employment laws and that promotes diversity, equity and inclusion.
- Research and establish an employee benefit package. This may include leave, health insurance, retirement plans, life and disability insurance, etc.
- Establish and maintain a hiring process, employee manual, performance evaluations and secure personnel files.
- Recruit, orient, train and supervise administrative assistant to assist in carrying out the CPHA programs, services, administration and operations.
- As the CPHA evolves and grows, work with the Board to assure adequate staff to meet the needs of CPHA and its member organizations.
- Identify, hire and manage qualified consultants as needed to assist CPHA to provide programs, services and to maintain operations.

#### Facilities, equipment and purchasing

- Conduct research and develop plans to address the CPHA's current and evolving information technology and security needs.
- Research and address CPHA workspace, furniture and other equipment needs.
- Develop and implement CPHA purchasing guidelines, policies and procedures assuring products and services are necessary and appropriate and costs are reasonable.
- Assure appropriate management of all CPHA assets, facilities and equipment.

#### **Financial performance and viability**

The ED is responsible for resource development to fully support the CPHA vision, mission, programs, services and operations, as well as fiscal management that assures operating within an approved budget, maximized use of resources and enhancement of CPHA's overall financial position.

- Create and implement a resource development plan that allows the CPHA and its corporate member organizations to actively and aggressively pursue funding and generate revenue for infrastructure and operations and for projects, programs and services.
  - Maximize and increase membership revenue from MPHA, MEHA and AMPHO.
  - Maximize and increase revenue from annual public health conference.
  - Write grants, raise funds, secure contracts for services, perform fee-for-service work and undertake other revenue generating strategies on behalf of the CPHA.
- As described above, with the CPHA Board, the ED will develop, manage and monitor the CPHA annual budget.

#### **Communication, partnership development, government relations**

The ED is the most public face of the CPHA and is responsible for all aspects of CPHA communications, partnership development and government relations.

- Develop and cultivate partnerships and communications strategies with local, state and tribal public health agencies, statewide health leadership groups, healthcare systems and providers, community-based organizations and others.
- Develop and oversee branding and communications for CPHA.
- Serve as CPHA's primary spokesperson to policymakers, funders, stakeholders, the media and the general public.
- Develop and implement a robust year-round government relations and biennial lobbying strategy.

- Build and maintain strong working relationships with local and state policymakers, elected officials and state agency leaders.
- Secure and oversee a contract for professional government relations and lobbying services.
- Proactively monitor local and state policy impacting public health agencies and professionals.
- With the CPHA Board and contracted lobbyist, create and implement a biennial legislative strategy and agenda. This may include some direct lobbying.

#### **Other duties**

Perform any duties that may arise as the CPHA operations, infrastructure, programs and services evolve, and as assigned by the Board of Directors.

### Requirements/Qualifications

- At least 5 years of leadership experience in public health, health policy, healthcare or related fields.
- Bachelor's or Master's Degree in Public or Environmental Health, Public Administration, Business or a related field.
- Authentic leadership style and strong external presence.
- Excellent verbal and written communication skills; ability to communicate with and gain the confidence and trust of people from a variety of settings, sectors, teams and cultures.
- Proven financial, organizational and personnel management skills.
- Experience reporting to and collaborating with Boards of Directors.
- A proven fundraiser and revenue generator with the ability to build lasting partnerships with a wide spectrum of funders and a record of delivering results.
- Demonstrated ability to build strong professional relationships and connect diverse stakeholders; experience leading coalitions.
- An overall commitment to excellence in quality of work and outcomes.
- Track record of adaptability, personal accountability and initiative.
- Proficiency with Microsoft Office Suite and ability to adapt to new software systems.

### Other Information

- Position is full-time – 40 hours/week.
- Salary range is \$70,000-80,000 plus benefit package.
- Based on performance, including revenue generation, annual salary increase may be negotiated.
- Position is a contract-based hire and is located in Montana.
- If hired, incumbent is required to attend a conference September 21-22, 2021, in Helena, Montana.
- Regular in-state car travel with overnight stays is anticipated. Must have access to use of a reliable private vehicle or rental car for occasional use for business travel in Montana. Mileage reimbursed at allowed GSA rates or actual costs of approved rental car. Ability to secure and maintain a driver's license valid in the state of Montana and to maintain private liability insurance. Occasional out-of-state travel is also required.

### How to Apply

- This position closes August 13, 2021.
- Please submit a resume including three professional references and a cover letter to: Confluence Public Health Alliance, Board of Directors at [smilieconsulting@gmail.com](mailto:smilieconsulting@gmail.com)