

**-POSITION ANNOUNCEMENT-**  
**Executive Director Position Description**  
**The Tennessee Health Care Campaign is a 501(c)3 organization founded in 1989.**

**Vision:** All Tennesseans will have access to affordable, high quality, and equitable health care.

**Mission:** THCC advocates for public policies and programs that improve the health and well-being of all Tennesseans.

The Tennessee Health Care Campaign is an innovative organization looking to unite all Tennesseans to improve our health care system. We are a non-partisan group working to become the lead organization in research, policy and design. We are looking for an innovative, flexible team leader who will run the organization as an Executive Director. Our priority is the individual over the position. We want to collaborate and compromise. We will evolve and adapt depending on your skills and interests as long as our intentions align.

**Personal Qualifications:**

- Possess a passion for health equity and healthcare reform
- Demonstrated integrity and leadership
- Willingness to learn and take direction from board and others as may be necessary
- Ability to interface and engage with diverse groups of people
- Complete tasks in a timely and prompt manner
- Volunteered for other non-profits as a board member or front-line volunteer
- Strong writing and oral communication skills including public speaking
- Ability to be self-motivated, work alone, work evenings and weekends when necessary.

**Professional Qualifications:** Realizing that a person may not have all the qualifications necessary to perform the job, they may be selected on their willingness to learn and participate in a mentoring program.

- Experience in management or supervision of employees and/or volunteers
- Success in non-profit fundraising and grant management or willingness to train on these subjects to be completed within the probationary period if possible
- Knowledge of organizing, health care, and Tennessee political environment
- Ability to collaborate with board of directors and to motivate volunteers
- Strong organizational abilities including planning, delegating, innovating, program development and task facilitation
- Willing to work on legislative solutions in a bi-partisan way

**Board Governance:** Works directly with the Chair of the board in order to fulfill the organization mission.

- Responsible for communicating with the Board and providing timely, accurate, and relevant information related to the strategic plan, grants, and finances.
- Train, onboard, and support new and returning board members.
- Prepare for, attend, and follow-up with Executive Committee calls and Quarterly Board Meetings.

**Financial Performance:** Develops resources to ensure the financial health of the organization.

- Work with the bookkeeper and board Treasurer to provide quarterly financial statements to the entire Board and monthly to the Executive Committee. Oversee auditing process, ensure federal tax return is submitted and annual state reports are submitted by bookkeeper.
- Work with Board Chair and Treasurer for developing its annual budget.
- Responsible for fiscal management that generally anticipates operating within the approved budget and monitoring resources and expenses.
- Responsible for developing resources, focusing on earned revenue through insurance commissions, individual donors, house parties, annual conferences, and grants.

**Advocacy and Program Support:** Works with board and staff to ensure that the mission is fulfilled through programs and grassroots advocacy.

- Manage, recruit, and support operational staff and volunteers working to enroll Tennesseans in health care plans and educate Tennesseans in health care literacy.
- In partnership with volunteers, lead advocacy strategy as outlined in the strategic plan and Healing Trust grant.
- Regularly communicate with advocates via newsletters, e-mails, social media, policy explainers, etc.
- Prepare written reports as required by funders and the board of directors.
- Represent the organization in coalition meetings and in the community.
- State-wide travel required, must have access to reliable transportation.

**Organization Operations:** Manage all administrative needs not completed by bookkeeper.

- Work with Treasurer to hire an auditor and oversee the audit and completion of IRS form 990 annually.
- Hire and retain staff.
- Sign all contracts, agreements, etc., on behalf of the organization.
- Deposit checks, provide receipts with transactions, and review monthly statements.
- Promptly send donor acknowledgement and receipts.
- Manage vendor contracts (insurance providers, software, etc.)
- Manage and regularly update the organization website.
- Ensure that all employees including the Executive Director complete timesheets each pay period using a functional reporting method.

Benefits & Compensation:

Salary Range of \$70,000-75,000

Additional benefits include fully a monthly healthcare stipend, cellphone/internet stipend, monthly self-care stipend for gym memberships/mental health, unlimited paid time off and a 32-hour work week, travel reimbursement and professional development funds. Flexible/Remote work environment based in Tennessee. Due to statewide travel, we prefer you live within an hour of Nashville.

THCC is an Equal Opportunity Employer. THCC does not discriminate on the basis of race,

religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

#### REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree, preferred Masters degree (In healthcare, political science, non-profit administration.)
- 3 years of supervisory experience/Prefer 5+
- 3 years of training experience/Prefer 5+

#### COMPETENCIES

1. Technical Capacity.
2. Personal Effectiveness/Credibility.
3. Thoroughness.
4. Collaboration Skills.
5. Communication Proficiency.
6. Flexibility
9. Demonstrate the ability to identify strengths and weakness in program staff
12. Understands cultural and ethnic issues
19. Can respond to multicultural issues
20. Demonstrates ethical behavior
21. Demonstrates use of good judgment
22. Is interpersonally competent and is able to identify own strengths and weaknesses
23. Is able to accept and learn from feedback
24. Excellent verbal and written communication
26. Extremely organized and detail oriented
27. Proficient with Microsoft Office Suite or related software

\*This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Your time is important to us. For that reason, all interested applicants please **only send a resume** to the President of THCC at [logan@thinkempowered.org](mailto:logan@thinkempowered.org). If we are interested in knowing more about you, we will request a letter of interest/cover letter. Thank you for your interest and time!