



## Mississippi Nurses Foundation

### **Executive Director** **Mississippi Nurses Foundation** Madison, Mississippi

The Mississippi Nurses Foundation, a 501(c)3 non-profit organization, is dedicated to improving the quality of life and health of all Mississippians through community health education programs, research and nursing scholarships. The Foundation works in a collaborative relationship with the Mississippi Nurses Association.

### **Job Description**

The Executive Director serves as the chief executive officer, responsible to the Board of Trustees for effective conduct of the staff, programs and activities of the Foundation while maintaining appropriate balance between programs and administrative duties of the Foundation. Full time position, required travel 50%-60%.

### **Qualifications**

- Master's degree preferred in business, management, education, communications, marketing or related field. Bachelor's degree with certification(s) and/or extensive experience will be considered.
- Must have at least 3 years' experience in staff management, budgeting and finance, program planning, fund raising, and efficient office and computer skills.

### **Responsibilities**

- **Organizational Leadership**
  - Establish and manage the organizational structure of the Foundation office.
  - Recruit, hire, train and terminate staff. Administer an effective personnel program which includes position description, performance standards, performance appraisals and compensation.
  - Establish and implement administrative policies and procedures for the office functions.
  - Provide support to the Board of Trustees and all committees by coordinating and staffing all meetings.
  - Provide leadership to the Board and committees in coordinating efforts that are consistent with Foundation goals.
  - Manage the finances of the Foundation which includes preparation of the annual budget, process payroll, maintain employee records and perform the bookkeeping for all accounts;
  - Ensure the legal integrity of the Foundation.
  - Ensures that procedures and organizational culture maximize volunteer involvement
  - Leads staff in maintaining a climate of excellence, accountability, and respect

- **Mission Critical Functions**

- Administratively responsible for the continuing education division.
- Maintain effective internal and external public relations.
- Maintain positive relationships with nurses throughout the state
- Secure grant funds for the Foundation.
- Increase donor relations with the Foundation.
- Responsible for securing funds in all areas within the development program including the annual fund, special events, planned giving and major donors.
- Plan and coordinate the solicitation and awarding of student nurse scholarships and RN stipends.
- Plan and coordinate the solicitation, awarding, follow-up and presentation of graduate student nurse research award.
- Responsible for statewide promotion of the nursing license plate.
- Maintain regular contact with the Executive Director of the Mississippi Nurses Association on matters as appropriate. Make contact with the MNA District Presidents and general MNA membership to the greatest degree possible.
- Maintain appropriate relationships with other fund-raising executives, foundations and appropriate agencies to enhance the image of the Foundation and attain its objectives.
- Administratively responsible for advertising, managing, and implementation of the Leadership Institute
- Administratively response for securing grant funding, advertising, managing, and implementation of Community Health Grants
- Maintains and utilizes a working knowledge of significant developments and trends in the field.
- Host and coordinate special events that promote the nursing profession and the foundation.
- Establishes ambitious goals for excellence and impact. Effectively initiates, maintains, and adapts programs to achieve excellence.
- Serves as an effective spokesperson. Represents the organization well to its constituencies, including members, patrons, other nonprofits, government agencies, elected officials, funders, and the general public.
- Sees that programs and activities are developed, executed, modified, and dismantled to maximize mission impact.

- **Facilities Management**

- Manage the building and property of the Mississippi Center for Nursing.
- Implement all building rental policies and procedures.
- Work with contractors and vendors regarding building repairs and maintenance.

- **Send Resume and cover letter to [foundation@msnurses.org](mailto:foundation@msnurses.org)**