

EXECUTIVE DIRECTOR PROFILE



ORGANIZATION

Minnesota Network of Hospice & Palliative Care

POSITION

Executive Director (Remote)

APPLICATION DEADLINE

Applications will be accepted until Monday, November 25, 2024

COMPENSATION SALARY RANGE:

\$95,000 - \$120,000

CONTACT:

For more information, or to submit your resume and a letter of interest, please email MNHPC Board President Alex Clark (Alex@turnlane.org).

All inquiries will remain confidential.

The Minnesota Network of Hospice and Palliative Care (MNHPC) seeks an experienced, creative, and compassionate leader for its next Executive Director. This position offers a mission-driven leader a unique opportunity to advance serious illness and end-of-life care and to guide the organization to have a broader reach and impact in Minnesota and the surrounding states.



OUR MISSION

MNHPC strives to ensure that everyone has the help they need to live and die according to their wishes. We do this through education and advocacy around serious illness and end-of-life care.

Overview



Founded in 1980, MNHPC is the leading organization for hospice and palliative care in Minnesota and the surrounding region. The network is made up of health care providers, individuals, and allied organizations all committed to advancing access to, knowledge about, and quality of hospice and palliative care.

Through education, policy advocacy, and public outreach, MNHPC supports its members and the broader community to ensure equitable access to high-quality serious illness and end-of-life care. As a convener, MNHPC brings together a broad set of stakeholders and constituencies who are all connected through a shared commitment to promote quality of life through compassionate end-of-life care.

The organization provides critical education and advocacy around advance care planning, serious illness, and grief support. MNHPC also offers numerous opportunities for healthcare professionals and community members to engage in learning, including webinars, workshops, and conferences. The organization strives to ensure that everyone has the support they need to live and die according to their wishes.

What sets MNHPC apart is its:

- Loyal, dedicated, mission-focused members
- Sole focus and dedication to serious illness and end-of-life care
- Ability to convene passionate clinicians, administrators, and community members
- Inspiring educational programming, which reaches clinicians in Minnesota and beyond
- Imaginative, dedicated staff team that goes the extra mile in advancing MNHPC's mission

Diversity, Equity, & Inclusion

MNHPC is committed to fostering and supporting diversity, equity, and inclusion throughout its work. We recognize that as members of the hospice and palliative care community, we have a responsibility for the existing historic, systemic, and institutional barriers to accessing high-quality serious illness and end-of-life care. We are committed to advancing equity and fostering a diverse and inclusive community, organization, and culture.

Learn more about MNHPC at mnhpc.org.



The Role



MNHPC is seeking a passionate and purposeful leader to serve as its next Executive Director (ED). This individual will lead the overarching vision and strategic direction for MNHPC's Board, staff, as well as for the broader MNHPC community.

The ED serves as the chief executive officer, responsible for overseeing the administration, programs, and strategic execution. Reporting to the Board of Directors, the ED leads MNHPC in fulfilling its mission, advancing the organization's goals, and driving sustainability.

The successful ED candidate will oversee human and financial resources to ensure the organization's long-term needs and goals are achieved. They will lead program execution while engaging MNHPC's members and community stakeholders. The ED will grow and maintain strong external relationships that nurture the organization's mission and foster success.

This is an exciting opportunity to lead an organization with a deep commitment to helping everyone have what they need to live and die according to their wishes.

Key Responsibilities

Strategic Leadership

- Collaborate with the Board and staff to develop forward-looking strategies that will maintain MNHPC's leadership in hospice and palliative care, while meeting emerging community needs
- Monitor implementation of a strategic plan and track outcomes through team and individual work plans
- Inspire and motivate staff, volunteers and the community
- Make high-level decisions about policy and strategy
- Recruit, hire and manage a high functioning team
- Oversee the planning, implementation, and evaluation of the organization's committee work and services
- Ensure the execution of MNHPC's key programs, including education, policy advocacy, and the annual conference, in alignment with the organization's mission

Board Administration and Team Leadership

- Participate in board meetings and provide timely and accurate information
- Report and present to the board on organizational activities, financial status, and progress towards strategic goals
- Assist the board in the development and implementation of governance best practices
- Foster effective teamwork among the board and staff through a positive and inclusive work environment
- Develop and support the growth of each staff member

Communication

- Serve as the primary spokesperson for MNHPC, leading advocacy efforts at the state and national levels to advance hospice and palliative care policies
- Enhance MNHPC's image and mission by being active and visible in the community and by working closely with other professional and non-profit organizations, as well as government entities and representatives and members of the public
- Collaborate with key stakeholders to raise awareness about issues facing patients, families, and caregivers, addressing systemic barriers to care
- Oversee the development and implementation of marketing and communications strategies

Key Responsibilities

Fundraising

- Oversee and participate in fundraising efforts, including grant writing, donor cultivation, and fundraising events
- Garner new fundraising opportunities, promote MNHPC's brand and cultivate relationships with potential funders
- Oversee fundraising and development efforts to secure resources, including grants and donor relationships, necessary for MNHPC's continued success

Financial and Operational Management

- Create complete business plans for the attainment of goals and objectives set by the board of directors
- Ensure tax compliance and advising the board of directors
- Develop and manage the organization's budget, ensuring financial stability and sustainability
- Direct and oversee investments
- Assess and manage the risks to the organization's finances
- Manage day-to-day operations, including staff leadership, recruitment, and retention, ensuring alignment with organizational goals
- Delegate tasks and activities to ensure effective resourcing of all MNHPC commitments and functions



Leadership Attributes



Creativity:

brings new and unique ideas to MNHPC's mission and members; makes connections among previously unrelated topics or domains; advances change through innovative and generative thinking.

Managing Vision & Purpose:

communicates a compelling and inspired vision; talks beyond today; emphasizes possibilities; demonstrates optimism; creates mileposts and symbols to rally support beyond the vision; makes the vision accessible to everyone; can inspire and motivate entire people and groups.

Member Focus:

is dedicated to meeting the expectations and needs of MNHPC members; gets first-hand member information and uses it for improvements; acts with the member in mind; establishes and maintains effective relationships with members and gains their trust and respect.

Integrity and Trust:

is widely trusted; is seen as a direct, truthful individual; presents the unvarnished truth in an appropriate and helpful manner; admits mistakes; promotes honesty within the organization.

Organizing:

manages resources (people, funding, support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information in a useful way.

Public Speaking:

builds excitement and authenticity, direction setting and leads by example; inspires, influences and drives impact.



Qualifications

- Bachelor degree required, Master or Doctoral degree preferred
- Three or more years senior nonprofit management or related experience
- Financial and budget management skills including budget preparation, analysis, decision making and reporting
- Strong organizational abilities, including planning, delegating, and program development
- Demonstrated ability to inspire and lead a team, fostering collaboration and creativity
- Knowledge of fundraising strategies and donor relations unique to nonprofit organizations
- High integrity leadership
- Strong oral and written communication skills
- Ability to motivate and collaborate with internal and external stakeholders
- Public speaking skills

Reporting Relationships

The Executive Director reports to the Board of Directors.

The Executive Director is currently responsible for a team of 4 direct reports:

- *Director of Marketing, Development, and Engagement*
- *Program Coordinator*
- *Two Administrative Coordinators*

Compensation & Benefits

- Salary Range: \$95,000 - \$120,000
- This is a remote position
- MNHPC offers a highly competitive benefit set that includes health, dental and vision insurance, paid time off, flexible schedule, and professional development and growth opportunities

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