



# Sisters Health Foundation

## Position Description **Executive Director**

**Position:** Executive Director

**Organization:** Sisters Health Foundation

**Status:** Full Time

**Reports To:** Board Chair

**Location:** Parkersburg, WV

### **Background**

The Sisters Health Foundation (SHF) is a 501(c)(3) public charity foundation that continues and expands the health and wellness ministry of the Congregation of St. Joseph. Established in 1996 from the partial sale of St. Joseph's Hospital, SHF promotes healthy and sustainable communities by providing resources, strengthening collaborative relationships, and supporting initiatives that impact people in the Mid-Ohio Valley. Through this mission, SHF seeks to enhance the rich gifts already found in local communities. Grantmaking is a primary means by which the Foundation advances its mission by partnering with organizations to address significant health issues in the eleven-county Mid-Ohio Valley region. Through grantmaking, SHF seeks to support projects and strategies that advance one or more of the following priority areas: 1) healthy eating, active living; 2) thriving neighborhoods; and 3) mental health and addiction. Rooted in extending the mission of unity of the Sisters of St. Joseph, SHF is a founding member of the Congregation of St. Joseph (CSJ) Mission Network. Always moving toward excellence, members of the CSJ Mission Network serve the 'dear neighbor' in the manner of Jesus, manifesting God's active, inclusive, and unifying love through hospitality, generosity, service, and zeal.

### **Position Summary**

- The Executive Director provides philanthropic and management leadership of staff and all operations of the Sisters Health Foundation (i.e. strategic direction, program development, administration, financial management, community relations, and communications). S/he promotes SHF's position as a community resource and an extension of the mission of the Congregation of St. Joseph. The Executive Director reports directly to the Board Chair and is accountable to the Board of Directors through the Board Chair.

### **Position Requirements and Qualifications**

The ideal candidate for this position will have a college degree and ten or more years of leadership experience in the nonprofit sector, preferably as a health and/or foundation executive. Additional qualifications and characteristics include:

- Commitment to the vision, mission, and values of the Sisters Health Foundation and CSJ Mission Network.
- Familiarity with the needs and challenges of nonprofit organizations within a broad health context of the Foundation's service area.
- Experience in developing and managing collaborative, strategic, and mutually beneficial partnerships with other foundations and nonprofit organizations, government entities, and businesses.
- Experience in working directly for and communicating with a Board of Directors.
- Experience managing, directing, and delegating responsibilities to a diverse staff of professionals.

- Demonstrated ability to develop relationships and work collaboratively with people from diverse racial, ethnic, economic, and social backgrounds.
- Ability to think strategically and analytically, and applying these strengths to provide vision and direction to the Foundation's overall operations.
- Effective presentation, public speaking, communication, and media relations skills.
- Understanding of investment activities, financial budgeting processes, and accounting principles.
- General understanding of legal responsibilities and obligations of nonprofit organizations, specifically public charity foundations.
- Competency in the use of electronic communication and other office management technology.
- Willingness to travel as required in fulfilling responsibilities.

### **Primary Responsibilities**

A summary of responsibilities includes, but is not limited to:

#### Stewardship of Mission

- Ensures that all activities of the foundation are carried out in accord with the philosophy and mission of the Congregation of St. Joseph, Inc. and with the mission of the SHF.
- ~~Provides~~ **Ensures** board/staff education to enhance understanding of the philosophy, **priorities**, mission, and vision of both the Congregation of St. Joseph, Inc. and of the SHF.
- Maintains regular contact with the Congregation through CSJ Ministries, Inc.

#### Strategy Development

- **Develops and oversees organizational strategies and grantmaking approach within the context of SHF and CSJ Mission Network values.**
- **Seeks opportunities to convene, leverage, and jointly work with nonprofit partners, foundation colleagues, member-based philanthropic serving organizations, and public officials to advance SHF's mission and priority areas; serves in leadership and board positions as determined appropriate.**

#### Board/Staff Relations

- ~~Orchestrates the various efforts~~ **foundation activities** so that a team orientation is developed and both board members and staff feel involved, committed, and have appropriate access and input.
- Assists the board to ensure the development, implementation, reporting, and ongoing review of strategic and organizational plans by providing information and guidance necessary to make informed and necessary decisions.
- Implements policies and directives authorized by the Board.
- Prepares for and provides support and follow-up for board and committee meetings, including the development of agendas in conjunction with appropriate chairs, preparation and distribution of agenda and materials in a timely manner, and assuring adequate staff support for these groups.

#### Programs

- Responsible for the overall direction and management of SHF's programs and activities, consistent with the approved mission and strategic plan: **leads foundation's collaborative grantmaking initiatives**, oversees grantmaking priorities and programs **in alignment with trust-based philanthropy principles and values**; in collaboration with staff, ensures that the appropriate methods, systems and procedures are in place for review, monitoring and evaluation; **provides guidance to staff throughout grants process.** ~~actively participates in the grants process such as reviewing/evaluating grants, providing guidance and technical assistance to grantees, staff and Grants Committee/Board.~~
- **Serves as Chair of the Substance Use Disorder Collaborative Advisory Board and ensures committees**

function in a positive manner. Maintains frequent communication with Substance Use Disorder Collaborative Director and oversees her/his work in alignment with SHF's practices and policies and in consideration of feedback from Advisory Board and funding partners.

- Through participation in local, state and national associations, keeps apprised of and involved in issues and trends in philanthropy, social change and areas of interest to the SHF and subsequently develops and implements projects, reports, programs, and best practices as deemed appropriate by the Board.
- Expands relationships with minority and underserved populations to ensure SHF's operations, grantmaking programs, and practices are equitable and accessible to a diverse audience in the MOV.
- Serves as a catalyst for collaboration, creating links with community constituents and funding colleagues so the highest degree of impact can be achieved through the most effective use of resources and developing SHF as a resource for the community in improving health and wellness.

### Management

- Responsible for general administration of the SHF's operations, including financial systems, human resources, budget preparation and reporting, information systems, and office policies and procedures.
- Ensures that the organization operates in compliance with local, state, and national laws necessary to keep SHF in good standing with regard to its legal status. Consults with the Board Chair and/or CSJ Ministries in matters that may require a legal opinion or other professional consultation in the fiscal/legal area.
- Operates in accordance with the financial policies, systems, procedures and reporting requirements as approved by the Board and CSJ Ministries. This includes arranging for financial reporting and completion of the 990; custody of all SHF records; serving as a contact person for the Custodian of the SHF's investment assets; with the Finance Committee, prepares and presents the annual budget; and makes financial decisions consistent with the budget approved by the board.
- Ensures that there is staff that collectively has the skills needed to perform the various jobs required; develops appropriate job descriptions; provides ongoing staff development, guidance and evaluation to enhance their performances; and ensures that staff has the technology and other tools needed to do their jobs efficiently.
- Develops, in collaboration with the staff, work plans in support of the board's strategic plan and other directives.
- Maintains relationships/memberships in appropriate professional organizations and participates in professional conferences and meetings.

### Communication/Public Involvement/Public Relations

- Serves as the primary spokesperson for SHF; assuring that its mission and programs are accurately understood and carried out. External constituencies include applicants, grantees grant partners, community organizations, other philanthropic entities, the media, government, and the public in the geographic area served by SHF.
- Collaborates with others in the community to increase awareness of and maintain SHF visibility in the region.
- Sets a collaborative leadership example that will encourage cooperation and good working relationships with staff, within the board of directors, CSJ and in the community.
- Ensures that each member of the Board is well-informed with respect to the Board's responsibilities and Foundation activities; maintains regular communication with the Board Chair and reports regularly to the Board and CSJ Ministries about the organization's activities and other pertinent updates.
- Oversees publicity and publications that represent the work of SHF.
- Enables SHF to serve as a resource for the community, nonprofit agencies, and potential grantees grant partners by providing information, workshops, and other helpful resources.

## Key Relationships

- SHF's Board of Directors/Board Chair
- CSJ Ministries, Inc.
- Congregation of St. Joseph, Inc./CSJ's Wheeling Center
- Substance Use Disorder Collaborative Advisory Board, Director, and funding partners
- Staff
- Accountant/Auditor/Benefit & Assets Custodians
- Nonprofit grant seekers and grantees grant partners
- Philanthropic organizations local, regional, and national (i.e. Philanthropy WV; Philanthropy Ohio; Exponent Philanthropy; Grant Managers Network Exponent Philanthropy; Appalachian Regional Commission; Grantmakers in Health) and colleagues/funding partners (i.e. Parkersburg foundations, Benedum Foundation, WV Health Funders; Appalachian Ohio Funders Group).
- Media

## **Expectations of All Staff**

- Personal value system congruent with the Congregation of St. Joseph Mission Network as reflected in the Sisters Health Foundation.
- Maintain relationships/memberships in appropriate professional organizations and participates in conferences and meetings to further professional and skill development.
- Assist in special projects or other duties as determined necessary by the Board of Directors; willingness to cross-train and contribute as requested/needed.

## **Work Schedule**

Hours of work are established by the Board of Directors. Remote computer connectivity is supported by the Foundation to allow reasonable flexibility when out-of-office work is approved by the Executive Director.

Approved by:

Effective:

**\$25M**

## **Weak Community Capacity**

- Grantee organizations are struggling
- Need for larger, multi year grants
- Grantees may need ongoing structural support

**Trigger Point: When SHF funds are over \$25M but grantee requests for funds are insufficient.**

## **Strong Community Capacity**

- SHF has funds to address our communities and grantees can utilize funds
- Evaluate process/evaluation for multi year grants
- Implement a strategic focus on deploying funds

**Trigger Point: When SHF funds are over \$25M and we have grant requests for those funds**

**Business as Usual**

**Low Grantee Response**

**High Grantee Response**

## **Uncharted Territory**

- Grantees organizations are not thriving
- Community resources are limited
- Limited funds to Help

**Trigger point: SHF funds are under \$20M and grantee requests are equal to the funds available.**

## **Less Grants, More Focus**

- We have been here before – 2007/8
- Reduction in grants
- Review of all non-essential spending

**Trigger Point: SHF funds are below \$20M but needs within the community are still high**

**\$15M**