**Position Announcement**

**Northeast Florida Healthy Start Coalition, Inc.  
Executive Director**

**Organization**

Organized in 1992, the Northeast Florida Healthy Start Coalition, Inc. is part of a statewide network of community-based organizations working to reduce Florida’s high infant mortality and improve the lives of pregnant women and their families. For more information: [www.nefhealthystart.org](http://www.nefhealthystart.org).

**Position**

The Executive Director serves as the chief executive officer of the Coalition and reports directly to the organization’s Board of Directors. S/he will have overall strategic and operational responsibility for Coalition staff, programs, sustainability, and execution of its mission. S/he is expected to be knowledgeable about the field, core programs, non-profit operations, management and finances. Key areas of responsibility include:

**Leadership, Management and Program Implementation:**

* Ensure all functions of the agency established in statute (Chapter 383.216 F.S.) are carried out consistent with contractual requirements of the Florida Department of Health (DOH).
* Support, inform and advise a diverse volunteer Board of Directors and 45-member regional coalition comprised of health professionals, agency representatives, community leaders and consumers.

**Fundraising & Communications:**

* Secure funding through grants and donations, based on Board priorities and adopted plans, to support targeted initiatives.
* Develop partnerships with funders and other community organizations to address maternal and child health needs and priorities.

**Advocacy & Public Policy:**

* Organize and implement advocacy and public policy activities based on priorities adopted by the Coalition Board and Florida Association of Healthy Start Coalitions.

**Strategic Planning & Program Development:**

* Assess and act on opportunities for expanding the role of the Coalition and its scope of services consistent with its mission and Board priorities and plans.

**Knowledge, Skills & Personal Characteristics**

The ED will be committed to the Coalition and passionate about its mission. Candidates should have proven leadership and management experience. Strong written and oral communications skills are critical. Desirable qualifications include:

* Advanced degree in public health, health services or related field with senior management experience;
* Marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and partners;
* Action-oriented, adaptable, nimble and innovative thinker;
* Willingness to be self-critical and committed to learning.

**Salary Range:** $70,000 - $85,000 plus benefits.

**To Apply:** Send resume and letter of interest by June 30, 2013 to edsearch @nefhsc.org. The Coalition is an equal opportunity employer and welcomes applications from all qualified individuals.