



HEALTH MINISTRIES ASSOCIATION, INC.

Executive Director for the Health Ministries Association **Position Description**

Salaried Position – 20 hrs./week - \$36,400/year with limited benefits

POSITION SUMMARY:

This position reports to the President and Board of the Health Ministries Association (HMA). S/he supports HMA by assisting the leadership with strategic planning, communication, human resources, and customer service required to support the development and implementation of Health Ministry through faith communities across the country.

QUALIFICATIONS:

- Bachelor's Degree minimum
- 4-6 years' experience in organizational leadership
- Excellent organization skills
- Commitment to maintain strict confidentiality
- Effective oral and creative written communication skills
- Excellent computer skills, including desktop publishing, database management, and full Microsoft Office Suite applications
- Experience in website design/management/oversight and use of social media
- Motivated self-starter with the ability to work autonomously in personal setting
- Ability to travel regionally and nationally as needed
- Flexible work schedule including evenings and weekend hours
- Able to lift up to 20 lbs.

RESPONSIBILITIES:

Organizational Relationships:

1. Provides leadership and management to assure that the Health Ministries Association is professionally respected, self-sufficient, and financially secure, following the current HMA BOD strategic plan.
2. Promotes a responsible, supportive environment that fulfills the HMA mission and vision.
3. Attends HMA board meetings, and other committee meetings as required.
4. Communicates with HMA members and leadership in a timely manner regarding HMA business and activities.
5. Notifies President or Designee of:
 - Barriers to completing assigned tasks
 - Major schedule changes

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- Inability to fulfill hours of service
 - Status with current projects and priority items
6. Consults, educates, informs, and refers members, the general public, partners, and potential partners on the mission of HMA.
 7. Supervises the HMA office manager and financial bookkeeper.

Administrative:

1. Consults with and supports Board committees as needed.
2. Provides support for HMA Conference/Events to include:
 - a. Co-Chairs the annual conference planning committee
 - b. Works with the Director of Public Relations/Marketing Guidance committee.
 - c. Reviews conference contracts with HMA President, Conference Chair/Co-Chair
 - d. Makes recommendations for future conferences based on conference evaluations and surveys
3. Provides monthly activity report to HMA Executive Committee.
4. Works with Board to develop sustainable partnerships and financial stability.
5. Reviews operational contracts with the Executive Committee. The Executive Committee approves contracts. The Executive Director and the President sign contracts and the Executive Director manages contracts.

Membership:

1. Works with the Executive Committee and/or other appropriate committee to promote and retain membership.
2. Researches and analyzes trends both nationally and within HMA.

Financial:

1. Provides input to the Board in the development, implementation, and evaluation of strategies for sustainable organizational financial support.
2. Reviews financial records pertinent to organizational operations for accuracy and to analyze trends.

Communication:

1. Works with the Director of Public Relations/Marketing Guidance Committee to maximize HMA's visibility, including but not limited to such avenues as the HMA e-newsletter, promotional materials, and social media.
2. Represents HMA at regional and national conferences as needed.

Personal:

1. Responsible for personal, professional, spiritual growth and self-care.
2. Utilizes educational opportunities for personal growth.

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Please send electronically a cover letter incorporating a statement of what motivates you to apply for this position, a resume or CV, and three professional references by no later than January 18, 2019 to the search task force at bklunsfo@gwu.edu. The *subject line* of your email should be HMA ED - your name.

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