



## **Oregon Community Health Workers Association (ORCHWA) Executive Director Position Description**

### **Position Summary:**

The Executive Director has overall strategic and operational responsibility for implementing ORCHWA's mission, vision, strategy, and values. Key areas of responsibility are:

- Leadership and Organization Development / Management
- Resource and Business Development
- Board Development
- Staff Management and Organizational Culture
- Communications, Partnerships and Community Engagement
- Administration
- Public Policy Advocacy

The Executive Director is a full-time, exempt position, reporting to the Board of Directors.

### **Essential Functions:**

#### **Leadership and Organization Development / Management**

- Ensure alignment around ORCHWA's strategic goals among Board, staff, partners, allies and stakeholders; recommend timelines and resources needed to achieve strategic goals.
- Lead the process of establishing ORCHWA as a 501-c-3 public benefit nonprofit organization while maintaining a positive relationship with Oregon Public Health Institute (our fiscal sponsor).
- Ensure ongoing programmatic excellence and rigorous program evaluation.
- Ensure an appropriate accounting system and adherence to financial management best practices including: developing and managing a Board-approved annual budget, and developing monthly financial statements for Board review.
- Provide leadership to gradually expand ORCHWA's activities statewide.
- Ensure effective systems to track and communicate about ORCHWA's scaling progress to the Board, funders, and other constituents.

#### **Resource and Business Development**

- Pursue planned expansion with new communities around the state.
- Build partnerships and establish relationships statewide with funders and political and community leaders; use external presence and relationships to garner new opportunities.
- Develop a revenue-generating technical assistance program to expand the Community Health Worker (CHW) model.
- In partnership with the Board of Directors and staff, establish and implement fundraising goals to support existing program operations and growth (e.g., grants, sponsorships); drive fundraising efforts.
- Oversee grants and assure compliance with fiscal and programmatic grant requirements.



## **Board Development**

- Assist the Board in developing and implementing systems for board recruitment, orientation, training, evaluation, and appreciation.
- Support the Board in fulfilling its governance duties: oversight of finances, setting strategic directions, and ensuring that programs and business development opportunities are well aligned with ORCHWA's mission.
- In partnership with the Board Chair, plan Board meeting agendas to prioritize Board involvement in developing and strengthening community relationships and engaging with strategic directions.
- Ensure that the Board and committees are well-supported (e.g., meeting scheduling, coordination, minutes, tracking work plans).

## **Staff Management and Organizational Culture**

- Lead, coach, develop, recruit, and retain a high-performing staff team; ensure performance feedback and staff development opportunities.
- Foster and serve as a model for a healthy organizational culture that is rooted in ORCHWA's core values; nurture a workplace that welcomes diversity and promotes work-life balance.
- Ensure appropriate systems and practices to encourage and celebrate the contributions of volunteers.
- Ensure that personnel procedures are consistent with OPHI's Employee Handbook; develop an Employee Manual for ORCHWA once it is established as a nonprofit organization.

## **Communications, Partnerships and Community Engagement**

- Actively engage and energize ORCHWA volunteers, board members, event committees, partnering organizations, and funders.
- Build and maintain strong ties to community-based organizations and multi-sectoral partners.
- Ensure that ORCHWA is represented on local, state, and national decision-making bodies (such as the Traditional Health Worker Commission of the OHA/ OEI).
- Establish ORCHWA as an external local and statewide presence that publishes and communicates program results, emphasizing the potential for regional and national replication.
- Provide leadership to create a stronger brand by deepening and refining all aspects of communications—from web presence to external relations.



### **Administration**

- Ensure appropriate administrative systems to support ORCHWA's governance, operations, federal tax-exempt status, and State of Oregon filing requirements.
- Ensure adequate technology systems for ORCHWA.
- Manage the organization's legal affairs.
- Assess the organization's insurance risks and secure appropriate coverage.

### **Public Policy Advocacy**

- Monitor public policy developments and shape ORCHWA's advocacy role.
- Work to create a positive public policy environment statewide; position ORCHWA to provide a unified voice for CHWs in educating and advocating with policy makers.