

# INSURE THE UNINSURED PROJECT

## POSITION DESCRIPTION – EXECUTIVE DIRECTOR

### FLSA Status

---

Salary, exempt

### Reports to

---

Board of Directors

### Position Description

---

The Executive Director (ED) serves as the organization's chief executive officer and provides strategic leadership and vision both internally and externally. Representing ITUP externally, the ED connects and mobilizes policy audiences and community-based organizations to cultivate health for all Californians. The ED is responsible for leading ITUP operations, fund development, and programs, including ITUP regional and statewide workgroups and the annual statewide conference. The ED oversees a staff of 6 to 8 people, with staff positions in administration, policy and programs.

The position affords the ED a great degree of visibility and access to key health policy leaders in California. The ED will be rolling out an expansive and inspirational new brand while carrying on with critical ITUP services including the annual conference and regional stakeholder convenings. The ED leads a high functioning team and is responsible for maintaining a positive, flexible, and remote work environment.

### Job Tasks and Responsibilities

---

#### Strategic Leadership

- Implement the ITUP vision, mission, and values, and actively communicate these core principles to funders and stakeholders;
- Engage diverse stakeholders, work collaboratively across siloes, and identify emerging issues to be addressed by cross-sector partnerships;
- Convene representatives from across the health care spectrum, positioning ITUP as the facilitator-of-choice for leading edge discussions on pressing policy issues;
- Offer well-grounded approaches to improve health outcomes and health equity in California; and
- Represent ITUP to a broad range of national, state and local health care leaders and policymakers.

#### Board of Directors

- Engage the Board in strategic planning and periodic review of the ITUP mission, vision and values;
- Communicate effectively with the Board and provide, in a timely and accurate manner, information necessary for the Board to function properly and to make informed decisions;
- Lead and collaborate with Board members on fundraising strategies and activities;
- Recommend annual work plan and annual budget for Board review and approval;
- Participate in and support Board member recruitment, succession, and orientation; and
- Encourage Board/staff interaction as appropriate.

# INSURE THE UNINSURED PROJECT

## POSITION DESCRIPTION – EXECUTIVE DIRECTOR

### External Communications and Relations

- Act as the primary spokesperson for ITUP with policymakers, stakeholders, and the media;
- Cultivate and maintain relationships of trust with peer organizations, policymakers, opinion leaders, and the media;
- Assure that ITUP and its mission, work products and services evoke a strong positive image among relevant stakeholders; and
- Establish and maintain an active ITUP presence through online and other relevant platforms, including print, broadcast and social media, to reach out to and inform appropriate audiences.

### Fundraising

- Build relationships and secure funding to ensure adequate resources to support ITUP core functions;
- Oversee ITUP grants and revenues to ensure compliance with funder expectations and grant requirements;
- Steward relationships with existing key donors and foundations; and
- Identify and secure new sources of funding.

### Staff Management

- Provide inspiration, direction, and leadership to the ITUP staff in defining goals, strategies, and tactics for developing and implementing programs and products, ensuring the work is aligned with the ITUP mission;
- Direct the recruitment, development, and termination of all personnel;
- Ensure sound human resource practices are in place;
- Maintain an organizational culture that attracts, retains and motivates a diverse staff of high-quality professionals; and
- Ensure the quality of ITUP work products and programs.

### Financial Management/Operations

- Manage ITUP resources to consistently achieve financial and programmatic objectives;
- Develop and manage the annual ITUP budget;
- Monitor and maintain organizational fiscal health; and
- Ensure ITUP staff have tools and resources to advance organizational goals.

### Education and Experience

---

We seek a mission-driven leader whose career path demonstrates increasing contributions to advance effective health policy. We recognize that different combinations of lived experience, work experience and education can enrich and prepare a person to lead in an organization such as ITUP.

**Experience:** Minimum of ten years of experience in health care, health care policy, advocacy, legislative policy committee or executive branch work, preferably in California.

**Education:** A Bachelor's degree or beyond with emphasis in public policy, health care policy, economics, law or a relevant field.

# INSURE THE UNINSURED PROJECT

## POSITION DESCRIPTION – EXECUTIVE DIRECTOR

### Key Competencies and Attributes

---

#### Required Skills and Experience

- Significant health policy experience, including relationships within and knowledge of the California health policy context
- Track record of effectively engaging stakeholders or collaborators to set priorities and mobilize toward mutually-agreed upon goals
- Ability to establish and execute on a strategic plan
- Excellent communication skills, orally and in writing
- Leadership and management skills
- Non-profit budgeting experience
- Non-profit development and fundraising experience
- Ability to develop, empower and collaborate with staff

#### Desired Skills and Experience

- Event/conference planning experience
- Media relations experience

#### Additional Attributes

- Deep appreciation of the opportunities and challenges presented by California's multi-dimensional diversity (geographic, economic, racial and ethnic, urban and rural, etc.)
- Unwavering commitment to the underserved and health equity
- Strong personal and professional values of honesty and integrity
- Commitment to maintaining and supporting a healthy work-life balance
- Comfort leading and managing in remote/flexible work setting