

## **NOBC Chief Executive Officer Job Description**

**CHIEF EXECUTIVE OFFICER:** Reporting to the NOBC Board of Directors (the Board), the Chief Executive Officer (CEO) serves as the key management leader of the organization. The CEO is responsible for and leads the execution of strategy and has operational responsibility for NOBC's staff, programs, organizational expansion, and sustainability. This position requires a dynamic, mission-driven leader who is capable and passionate about leading all aspects of operations. The CEO will foster organizational growth and maintain a culture of engaged volunteers and staff. The CEO will maintain financial stewardship through sound budgeting principles and well-reasoned financial forecasting that support the mission of the organization. The CEO will develop and nurture relationships with stakeholders and deliver sustainable mission-driven results. This position is a remote position that requires extensive travel to meet the needs of the organization.

**ORGANIZATIONAL MISSION:** To improve the health of communities and the nation through the service of nurses on boards and other bodies.

**QUALIFICATIONS:** The CEO must be a registered nurse with a minimum of a master's degree in nursing or a related field and an established record of involvement with professional nursing and other related organizations. A doctoral degree and research experience is preferred and must have a minimum of five years of leadership/management experience. The CEO will have an established record of success in leading the impact of non-profit organizations and/or healthcare delivery systems. Experience working within 501 (c) (3) organizations and experience in organizational governance are preferred. Demonstrated transformational executive leadership skills, strong strategic planning skills, and proven multi-sector communication skills are required. The CEO must be a team-oriented leader who brings a history of demonstrating passion, integrity, and a commitment to excellence in delivering high-quality programmatic outcomes.

**PREFERRED SKILLS:** Strategic planning, critical thinking, budgeting, financial stewardship and forecasting, fundraising, project management, grant management to include ability to contribute extensively to grant writing and lead innovative grant applications, familiarity with TEAMS, ZOOM, Microsoft Office, word processing, and the ability to problem solve in a complex environment with various stakeholders while advocating for the organization's mission and values.

**ROLE RESPONSIBILITIES** include, but are not limited to, the following:

### **EXECUTIVE LEADERSHIP & ORGANIZATIONAL MANAGEMENT**

- Lead the development and implementation of a strategic plan to execute the mission of the organization.
- Initiate, cultivate, and renew existing relationships.
- Maintain processes that maintain legal, financial, and operational compliance for the organization.

- Develop, execute, and assess best practices to propel organizational growth.
- Demonstrate the use of and generation of evidence and research within the profession of nursing, public health, and healthcare administration to develop and advocate for the role of nurses on boards.
- Lead organizational teams and employees by example, modeling core values.
- Collaborate with stakeholders to include Action Coalitions as applicable, board members, managers, and employees to identify and implement meaningful solutions for organizational challenges and proposed plans.
- Maintain updated procedures and policies by collaborating with the board and staff and leading the assessment of current trends in the health care and organizational environments.
- Provide thoughtful executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board.
- Oversee the operations of the organization and identify and manage threats to successful long-term operations.
- Ensure effective systems are in place to carry out the day-to-day operations of the organization and provide for the evaluation of programs.
- Establish goals, objectives, and operational plans in collaboration with the Board, Executive Committee, and other stakeholders.
- Organize, inspire, and mentor internal team members to strategically grow the organization's impact, programs, and fundraising, and to effectively fulfill its important mission.
- Apply innovative thinking and performance measurements to analyze and support strategic decision-making.
- Foster a culture that encourages collaboration and recognizes positive contributions.
- Inspire a business-oriented, professional, results-driven environment across the organization.

## **BOARD RELATIONS**

- Maintain regular and ongoing communication to build strong relationships with the Board, providing proactive leadership, communication, and support to NOBC Member Representatives and their respective organizations.
- Communicate effectively with the Board by providing members with timely and relevant information and updates to make informed decisions efficiently and effectively.
- Plan and participate in Board and Executive Committee meetings.
- Work with NOBC Board Committee and Work Group Chairpersons to plan meetings and maintain a process to provide reports and updates on staff, current work, project timelines, and project and organizational progress.
- Implement Board policies and procedures and build support for Board decisions with staff.

- Work closely with the Board, NOBC Board Committees, and Work Group leadership to ensure ongoing communication of opportunities, risks, issues, and successes.
- Adhere to the organization's bylaws and comply with policy and regulatory requirements.

### **DEVELOPMENT & FUNDRAISING**

- Create and implement a sustainable stream of revenue which includes a robust fundraising strategy that provides for diverse revenue sources.
- Initiate, cultivate, and renew relationships with the organization's members, affiliates, partners, sponsors, and individual donors.
- Collaborate with NOBC Member Representatives to create new partnerships and enhance meaningful and impactful relationships with existing partnerships.
- Create, implement, and manage systems and processes to acknowledge, express gratitude, and recognize donor support.
- Manage and maintain fundraising certifications to comply with state requirements.

### **FINANCIAL PERFORMANCE**

- Assume responsibility for financial stewardship and the fiscal integrity of the organization.
- Ensure the organization's financial stability and sustainability by raising funds, maintaining cash flow, and assuring adequate reserves.
- Create, administer, and track Board-approved budgets, direct resources, and manage daily financial operations.
- Steward fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and optimum financial positioning for the organization.
- Collaborate with designated accounting firms to prepare and review financial statements, IRS Form 990, and other related financial reports.
- Provide quarterly financials to the organization's Board Finance Committee and Board, coordinate, and actively participate in third-party reviews of financial performance on an annual basis.

### **EXTERNAL RELATIONS & COMMUNICATIONS**

- Serve as primary spokesperson to the organization's constituents, media, and public.
- Serve as executive ambassador, champion, and executive point of contact for all external relationships.
- Represent the organization as a speaker and participant at events, conferences, and partnership meetings.
- Deepen and refine all aspects of communications to create and enhance the organization's brand.

- Embrace opportunities to represent the organization and promote a positive organizational image and reputation.
- Author articles and publications.

Leverage external presence and relationships to garner new opportunities for mutual benefit. Prepare and provide ongoing progress reports to key stakeholders to communicate program results with emphasis on shared accomplishments, successes, value, and impact.

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