



South Carolina Public Health Association, Inc.

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***** POSTING *****

JOB TITLE: South Carolina Public Health Association (SCPHA) Executive Director

HIRING RANGE: Hourly hiring range is \$35-\$50 per hour dependent on average hours worked and experience as outlined in the minimum and required experience.

LOCATION: Remote work within South Carolina, routine in state travel, minimal out of state travel. Required attendance at the American Public Health Association Annual Conference and the SC Public Health Association Annual Conference.

JOB TYPE: Hourly contract, work weeks may vary but will average up to 20 hours per week

EXPECTED WORK SCHEDULE: The work week will primarily be contained in the normal business hours of 8:30am-5:00pm, Monday-Friday but may include efforts outside those times as needed. Daily activities will include follow up with members via phone, virtual, or in person meetings; planning for association events which includes attending events, assuring for marketing and registration, welcoming attendees, and coordinating event logistics; assisting committees and sections with association efforts which includes promoting efforts and assuring activities are in keeping with association by laws and policies. Additionally, the Executive Director will dedicate time to educating policymakers and the community on public health efforts.

SPECIFIC APPLICATION PROCEDURES:

Please complete the application at www.scpha.com/executive-director-application25. Within the application, you will need to submit a copy of your cover letter and resume and answer some supplemental questions. If you have any questions or concerns, please contact Kandi Fredere at kfredere@yahoo.com.

ABOUT SCPHA:

SCPHA is a membership organization in existence since 1921 aimed at advancing the public health profession by serving Public Health Professionals who endeavor to improve population health. Membership is comprised of approximately 400 diverse members including students, social workers, health educators, public health nurses, and university staff. SCPHA's mission is to enhance member benefits through the promotion of educational, mentoring, and networking opportunities; provide a forum to convene partners; and advocate for health people and health communities. The vision of the association is to be the premier public health organization for high quality professional development, advocacy, and networking opportunities. Governed by a 22-member Governing Council, the association has 11 active sections and multiple committees such as membership, marketing, and advocacy. Additionally, a large planning team works each year to convene the association's Annual Conference.

THE OPPORTUNITY:

SCPHA is currently seeking an experienced and engaging Executive Director to lead the association and help it grow to the next level. Under direct supervision of the SCPHA President and general supervision of the SCPHA Executive Committee, the Executive Director will have a fourfold primary focus:

- Provide leadership for operations and key matters such as contract management
- Manage and run the organization
- Increase visibility and impact of the organization
- Be a leader in mentoring and supporting the new generation of public health professionals

JOB DUTIES:**Leadership**

- Serves as the SCPHA voice and face in promoting the organization's mission and support for evidenced based/informed public health policies, programs and initiatives
- Leads the implementation of the SCPHA Strategic Plan; monitors and reports on progress and proposes updates as needed
- Develops and maintains professional relationships with the Governing Council and partner organizations such as the Department of Public Health, the Department of HHS, the Arnold School of Public Health, the SC Hospital Association, the SC Office of Rural Health, other state/national public health organizations, etc.
- Stays abreast of legislation that may impact public health; and testifies on behalf of the SCPHA at legislative hearings as appropriate.
- Provides leadership to the Governing Council Meetings and Membership Business meetings by ensuring meeting agendas and, supporting materials are prepared
- Serves as SCPHA representative on external committees and/or advisory groups
- Collaborates with the planning committee of a new Collective for Community Health
- Prepares and provides presentations on behalf of SCPHA; prepares, reviews, approves documents; responds to correspondence in collaboration with Governing Council as appropriate

Management: The Executive Director directs the day-to-day operations of the SCPHA to include management of all staff (salary or contractual), and oversees the financial, contractual, communication and programmatic functions of the organization

- Liaisons with SCPHA Standing Committees
- Reviews and approves contracts; Provides oversight and management of all grants, sub-grants and contracts
- Supervises external contractors/staff/consultants to include the financial coordinator, administrative coordinator, and program coordinator.

- Provides financial oversight over the organization's budget and expenditures; reviews all financial reports and ensures regular updates to the Governing Council; works with Governing Council to ensure adequate funding to operate the organization
- Seeks and secures additional funding via grants, sponsorships, and other fundraising opportunities
- Oversees and ensures that all communications for the Association are current and maintained – e.g.: logo, website, brochures, social media
- Ensures regular communication with the Governing Council and General Membership; and works to retain, grow and expand the membership base
- Adheres to the Constitution and Bylaws; and Policies/Procedures of the organization

Workforce and Professional Educational Development

- Serves as a liaison between the Arnold School of Public Health including the Office of Workforce Development; and the Public Health Practice Advisory Council
- Develops and implements educational activities; works in collaboration with Annual Conference Planning Committee to plan coordinate, and successfully execute SCPHA Annual Conference
- Supports development and implementation of student and early career mentorship program

Other

- Additional duties beyond those highlighted in the position description may be identified and assigned by the President or Executive Committee of the Governing Council and should serve to inform the ongoing functionality of this position.
- Travel as required to various in-state meetings and occasional out-of-state meetings.

MINIMUM AND ADDITIONAL REQUIREMENTS:

Minimum Requirements: A bachelor's degree from an accredited institution. At least 5 years of nonprofit leadership experience or organizational management experience and experience in diverse partnership development.

PREFERRED QUALIFICATIONS:

Over five years' experience in professional association management, collaborative development, or non-profit management.

ADDITIONAL COMMENTS:

This position requires the use of a personal vehicle throughout the state on a regular basis. Additionally, some travel out of state may be required. Travel reimbursement is available utilizing federal GSA rates. Electronic devices including laptop, cell phone, and printer will be provided by the association.

POSTING: Open until filled.