



Get Healthy Utah Executive Director Job Description

Get Healthy Utah is a 501(c)(3) nonprofit organization formed in 2015 with the mission of creating a culture of health through engaging multi-sector stakeholders, building partnerships, providing resources, and connecting efforts that support healthy eating and active living. We do this by engaging high level leaders; partnering with public and private entities; addressing health equity; collecting, developing, and sharing best practices; promoting systems-level change; and providing funds and other resources.

We are seeking a motivated individual to serve as the Executive Director. The Executive Director is the key management leader of Get Healthy Utah. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include marketing, outreach, relationship building, and some fundraising. The position reports directly to the Board of Directors.

General Responsibilities

Organization Mission and Strategy

- Works with Board and staff to ensure that the mission of Get Healthy Utah is fulfilled through programs, strategic planning, and community outreach.
- Responsible for the implementation of Get Healthy Utah's programs that carry out the organization's mission.
- Responsible for strategic and operational planning to ensure that Get Healthy Utah can successfully fulfill its mission in the future.
- Responsible for the enhancement of Get Healthy Utah's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Ensures the efficient and effective day-to-day operation of the organization.

Board Governance

- Responsible for leading Get Healthy Utah in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
- Works with the Board to develop resources sufficient to ensure the financial health of the organization.
- Works with the Board Chair to plan monthly board meetings and an annual Board stakeholder retreat.
- Works with the Board and Board Chair to grow and engage the Advisory Council.



Financial Performance and Viability

- Responsible for the fiscal integrity of Get Healthy Utah, including submission to the Board of an annual budget, a quarterly financial statement, and monthly financial report, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising, grant research, grant writing, grant management, and grant reporting.
- Ensures that the organization complies with all annual business requirements such as 501(c)(3) operations, business license renewals, IRS statutes, etc.

Partner Relationships

- Comfortably navigates business and philanthropic circles and networks with key influencers in health as well as others with vested interests in Get Healthy Utah's mission.
- Enhances Get Healthy Utah's image by being active and visible in the community.
- Creates, maintains, and nurtures effective alliances and strategic partnerships with various organizations.
- Regularly attends community and partnership meetings.

Organization Operations

- Responsible for the effective administration of Get Healthy Utah's operations.
- Responsible for the hiring, training, and retaining competent, qualified staff.
- Ensures day-to-day staff operations and organizational compliance.
- Continues developing a staff and board culture of diversity, equity, and inclusion.
- Works to deepen and refine all aspects of communications—web presence, social media, and external relations with the goal of building organizational awareness and creating a stronger brand.
- Manages all human resources needs for the staff and programs including collecting all required paperwork for hiring.



Position Qualifications

- Experience in public health, community health, or health promotion.
- Demonstrated excellence in organizational management with the ability to coach staff, set and achieve strategic objectives, develop and manage a budget.
- Ability to convey a vision of Get Healthy Utah's strategic future to staff, board, donors, organizations, and volunteers.
- Strong public relations and fundraising experience with the ability to engage a wide range of stakeholders. Marketing experience is a plus.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong written and verbal communication skills with exceptional attention to details.
- Knowledge of leadership and management principles as they relate to non-profit/governmental organizations including 501(c)(3) organization requirements.
- Ability to manage contracts.
- Working knowledge of QuickBooks or similar financial software.
- 3 or more years successful experience writing and acquiring grant funding.
- Minimum of a bachelor's degree, master's degree preferred.
- 5 years minimum experience in nonprofit management and leadership preferred.

Employment Location and Compensation

Get Healthy Utah is a statewide organization with its main office and most of its strategic partners in Salt Lake City, Utah.

Salary Range: \$34-37/hour, depending on experience

UPDATE: Benefits package included

How to Apply

Qualified applicants should send the following to info@gethealthyutah.org:

- Cover Letter
- Resume (including 3 references)
- One-Page Writing Sample

Application Deadline: **Friday, July 30, 2021 5pm MST**

