



New Hampshire School Nurses' Association

Leading ~ Advocating ~ Educating

Job opportunity : Executive Administrator

Non-employee contracted position

Mission: As registered professional school nurses, we provide comprehensive school health services to ensure that all students achieve their full education potential.

Vision: New Hampshire School Nurses Association (NHSNA) provides leadership and education to support New Hampshire school nurse standards of practice, care coordination, leadership, quality improvement, and community public health. New Hampshire school nurses are committed to promoting the health of students and school communities through evidence-based clinical practice, health promotion, and education. NH school nurses are integral members of the school leadership and education teams, and are committed to collaborating with professional organizations and health care teams. Through strength in membership and advocacy, NHSNA creates the infrastructure to promote excellence in school nurse practice across the state.

Job Summary

The Executive Administrator will oversee the daily operation of the NH School Nurses' Association and work to build a robust network of supporters and allies within the state, by building effective relationships with key strategic partners. The Executive Administrator will report to the NHSNA Executive Board via the President.

Job Responsibilities

1. Maintains a thorough knowledge of NHSNA and how this organization impacts students and school nurses in New Hampshire
2. Reports to and works closely with the Executive Board to advance the goals and policy decisions of the board and to execute key initiatives
3. Implements strategies to broaden and enhance the visibility of the NHSNA throughout the State of NH.
4. Helps to secure funds for projects and sustainability of the organization
5. Collaborates and communicates successfully with other entities to make NHSNA more visible throughout the State of NH
6. Coordinates the activities of the volunteer committee members and staff
7. Ability to utilize and support the management of the website and manage google drive
8. Manages membership recordkeeping and works with the membership committee to grow

- the membership
9. Works with the Continuing Education committee to plan and execute conferences
 10. Communicates effectively with the membership through maintenance of association email
 11. Works with the Chair of the Legislative committee to represent NHSNA at legislative hearings, as well as assisting the committee with written testimony
 12. Collects, analyzes, and utilizes data and feedback to identify opportunities to improve the relationship between NHSNA and its constituents
 13. Advocates for the NHSNA whenever the opportunity presents itself and with the direction of the executive board of NHSNA.
 14. Helps NHSNA establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance NHSNA's mission
 15. Attends NHSNA meetings and provides a monthly report of activities accomplished
 16. Refers questions and concerns outside the scope of the Executive Administrator to the president
 17. At the request of the Executive Board, researches and provides evidence-based information and resources to enable the Board to do the work of the organization
 18. Communicates effectively, is prepared, and meets deadlines of work defined by the Executive Board

Required Job Skill & Qualifications

- Strong non-profit organizational skills
- Familiar with the legislative process
- Understands the laws and rules from the Department of Education, Department of Health and Human Service, the Legislature, and the Board of Nursing
- Strong written and oral communication skills
- Ability to interface and engage people
- Strong public speaking ability
- Committed to transparency and integrity
- Can analyze and think clearly and creatively
- Works well individually and within a group
- Develops constructive relationships
- Deals with conflict in an effective way
- Clearly articulates ideas
- Strong job completion skills
- Avoids conflicts of interest
- Ability to write press releases
- Technologically Proficient
- Grant funding experience helpful
- Ideological alignment with the mission of the NHSNA.
- Self-starter and able to work independently with minimal direction, but willing to accept guidance and feedback from more experienced hands

Salary:

The Executive Administrator is a contracted position and not an employee of the organization. The Administrator will be given a 1099 form at the end of the year for tax purposes.

This is a year-round position with the budget of \$6,300 or \$525/month. The Administrator will be expected to put in at least 15 hours per month but will have flexible hours depending on the needs of the organization and the sub-contractor. Mileage will be paid at the federal rate and some office supplies reimbursed.

The President and Executive Board will do a yearly evaluation of the Administrator. The need for the position and salary will be reviewed yearly by the President and the Executive Board of NHSNA.

A computer will be provided for the Administrator to do the work of the organization.

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