

Job Description: Executive Director of the Kentucky Diabetes Network (KDN)

Reports to: KDN Board of Directors

Status: 5-10 hours per week with additional hours in Fall with Diabetes Symposium planning

GENERAL SUMMARY: Directs KDN affairs, programs and activities by performing the following duties personally or through subordinates. In partnership with the appropriate Board Committees, the Executive Director is responsible for providing leadership, vision, and support in the development, implementation, establishment, and evaluation of all KDN programs and campaigns. The ideal candidate will direct general operations, policies and procedures. They will also be directly involved in public relations, fundraising and budgetary oversight. The Executive Director is responsible for assuring proper resources are in place to operate programs, maintaining a supportive environment for KDN's community and ensuring a positive image of KDN as the official "spokesperson" for our organization. The Executive Director is accountable to the Board of Directors for stewardship of the Mission Statement and the integrity of its goals.

DUTIES AND RESPONSIBILITIES:**I. PROGRAM FUNCTIONS**

- Work directly with the leadership team to organize and plan all quarterly meeting details; secure meeting sponsor and speakers.
- Be actively involved in monthly leadership team conference calls: Help move identified priorities into action and follow up on meeting decisions.
- Main coordinator for Annual diabetes symposium. Working with symposium committee to lead all symposium related operations.
- Coordinate with KDN Workgroup chairs for annual goals and progress reports.
- Coordinate with KDPCP staff and KDN leadership on a regular basis.
- Coordinate, develop and publish quarterly Kentucky Diabetes Connection newsletter.
- Understanding of Health needs and health disparities in KY and how SDOH can and should be addressed through KDN activities.
- Development and stewardship of a non-for-profit business plan for the organization

II. COMMUNITY OUTREACH

- Represent KDN at appropriate meetings throughout the state— Identify partnerships and foster relationships with likeminded organizations
- Marketing at statewide annual meetings, sharing KDN Website and materials at regional events- ADA, state partners, regional coalitions etc.

III. **BOARD RELATIONS**

- Plan, communicate with Board of Director meetings; Help move identified priorities into action and follow up on meeting decisions.
- Support Board in various functions such as board development, board communications and related tasks.
- Report to Board of Directors at monthly Board and Committee meetings and through telephone and e-mail communications to ensure awareness of activities, issues and needs pertinent to operations, administration, and development activities.
- Support the Board in policymaking and oversight functions and assure implementation of policies.
- Work with the Board to develop and implement strategic planning goals and objectives.

IV. **MEMBERSHIP**

- Strategic understanding of KDN members and their needs
- Strategic understanding of state priorities and population analytics
- Identifying needs and interests that would recruit new membership and new collaboration with organizations tangential to diabetes priorities.

V. **FUNDRAISING**

- Design and oversight of annual Fund Development Plan goals and strategies
Report status of campaigns to Fund Development Committee quarterly.
- Ensure timely and meaningful acknowledgement of all donations (in-kind and financial.)
- Cultivate positive relationships with key stakeholders.
- Explore new sources of revenue.

VI. **FISCAL SERVICES AND BUSINESS ADMINISTRTRION**

- Ensure that all activities, recordkeeping, reporting, and fundraising initiatives are consistent with board policy and comply with Federal and state laws
- Oversee the creation and implementation of annual operating budget.
- Actively practices cost containment and recommends appropriate utilization of facilities, equipment, materials, and products to minimize cost.
- Monitor reporting, revenue analysis and projections and communicate effectively to the Board Treasurer.

Education and/or Experience:

Bachelor's Degree in a related field (or equivalent related experience).

Minimum of five years management level or above experience in Non-Profit administration. **Is this "preferred"?**

Previous experience working effectively with a diverse group of staff and volunteers.
Experience compiling/monitoring and meeting budgets.
Computer proficiency including word processing, spreadsheet, and database software.

Competencies and Abilities:

Demonstrated problem-solving and decision-making skills.
Self-motivated.
Excellent interpersonal skills with the ability to relate to people of diverse backgrounds.
Strong organizational skills with the ability to handle multiple and diverse tasks.
Dependable, excellent judgment and demonstrated ability to operate in flexible, team-oriented environment.
Excellent verbal and written communication skills.
Crisis management skills.

Interested candidates should forward inquiries and resume documents to our board chair; Dr. **Sriprakash Mokshagundam** at sriprakash.mokshagundam@louisville.edu