Executive Director
National Coalition for Hospice and Palliative Care

The executive director is the staff leader of the National Coalition for Hospice and Palliative Care (Coalition). The executive director reports to the Board of Directors and is responsible for the organization’s achievement of its mission. The executive director has overall strategic and operational responsibility for the Coalition. The executive director is responsible for awareness and overall image of the organization and serves as the direct liaison among the staff, Board of Directors, members, and external partners. This is an exempt, full-time role.

The Coalition aims to uphold the values of diversity, equity, and inclusion both in the work we do on behalf of a diverse patient population and in the makeup and functioning of our organization.

**LEADERSHIP AND ADMINISTRATION RESPONSIBILITIES**

1. Develop and maintain a clear, future-oriented vision for the organization, based on the Coalition’s mission and goals.
2. Facilitate membership engagement, recruitment, and retention, with a focus on coordination, communication, collaboration, and commitment to diversity and inclusiveness.
3. Maintain a working knowledge of significant developments and best practices in the field of hospice and palliative care – serious illness care.
4. Provide leadership in developing Coalition public policies, priorities, and plans with the Board of Directors, Coalition members, and staff.
5. Establish strategic partnerships and relationships with external organizations, associations, foundations, policymakers, and key opinion leaders interested in serious illness care.

**POLICY AND ADVOCACY RESPONSIBILITIES**

1. Work with all Coalition member organizations to identify and prioritize the key public policy priorities that impact the health care of persons with serious illness, their families, and caregivers.
2. Manage and expand the Coalition’s relationships with the White House administration, Congress, and regulatory and scientific research agencies.
3. Strengthen the voice of the Coalition through collaboration with Coalition members’ policy and advocacy staff and volunteers through:
   - Advocacy at the federal level for regulatory and legislative policies that improve serious illness care
   - Timely analysis and strategic guidance on the Coalition’s advocacy activities
   - Drafting testimony and comment letters on public policy issues impacting the field
   - Development and dissemination of reports outlining advocacy developments for national partners and policymakers
   - Negotiation and solution development for challenging public policy issues

**FINANCIAL AND OPERATIONAL RESPONSIBILITIES**

1. Ensure that solid governance practices are employed consistent with the organization’s bylaws, in addition to federal, state, and local laws and regulations.
3. Be responsible and accountable for developing and maintaining sound financial practices and budgetary procedures.
4. Identify, cultivate, and solicit prospective donors and key leaders of prospective new corporate partners. Leverage personal and professional contacts and relationships into fundraising opportunities.
5. Work with volunteers and staff from all Coalition members to meet the organization’s mission and goals, including the management and oversight of coalition workgroups.
6. Manage recruitment, employment, development, motivation, and other management of personnel.

EXPERIENCE/POSITION REQUIREMENTS
1. A bachelor’s degree or equivalent work experience
2. A minimum of five to seven years of senior nonprofit management or association management experience which has required working effectively with a board of directors
3. Demonstrated experience managing, leading, motivating, and mentoring staff and/or volunteers
4. Demonstrated experience in coalition building and/or consensus-based decision-making
5. Demonstrated experience and effectiveness in healthcare advocacy
6. Experience with the development of diversity and inclusion initiatives
7. Ability and willingness to travel as required to support the Coalition
8. Ability to attend national meetings and enter healthcare facilities (Meetings and certain healthcare facilities could require masks and proof of vaccination against certain communicable diseases.)
9. Proximity to Washington, D.C., is preferred but not required.

CORE COMPETENCIES REQUIRED FOR THIS POSITION
1. Mission focused: ability to catalyze others’ commitment to our mission
2. Business acumen: possesses a high level of broad business and management skills
3. Relationship oriented: excellent communication and facilitation skills
4. Collaborator: eagerness and talent for bringing together diverse people and ideas
5. Team builder: energy to motivate staff, Board of Directors, and members to achieve their personal best
6. Visionary: ability to respond effectively and flexibly to changing needs and opportunities

Benefits
- Remote work from home
- Flexible schedule
- 401(k)
- 401(k) matching
- Health insurance stipend
- Paid time off

The Coalition is committed to working together by convening the field, advocating for equitable healthcare policies, and promoting and sharing best practices and resources.