

Description: Part-time contractual position with Integrating Professionals for Appalachian Children (IPAC)

Job purpose: Responsible for the day-to-day operations of IPAC, to increase its business capacity, and to develop and implement the business model of children's health care advocacy and service integration.

Supervisor: This position is supervised by the IPAC Board Chair with support from the Executive Committee

Location: Athens, Ohio

Salary: Negotiable

Executive Director Job Duties

- Reports to the IPAC Board of Directors and maintains routine contact with the Executive Committee.
- Attends the monthly board meetings and committee meetings as needed.
- Prioritizes activities in consultation with the Board of Directors.
- Works closely with IPAC'S contracted accountant to manage IPAC'S finances. Develops and maintains sound financial practices including:
 - Management of over-all budget including budgeting strategies, invoicing/payments; and
 - Financial management of grants and other on-going projects.
- Provides oversight, implementation, and monitoring of contracts for management compliance.
- Supports identified regional initiatives that match the organization's mission.
- Seeks out and screens potential business opportunities by the organization's mission, means, and priorities according to their feasibility.
- Follows the state, local and national stakeholders by reading relevant publications and maintaining communications with agency officials.
- Integrates data base systems into related health care systems, including data entry management.
- Other duties deemed appropriate by the Board.

Skills & Qualifications

- Bachelor's Degree, preferred but not required
- Experience with multi-stakeholders, preparing/implementing business strategies, supervising contracts, local-state-national experiences, contract negotiation and management.
- Expert proficiency in computer systems including Microsoft Office, Excel, Quick Books, etc.
- Excellent verbal and written communication skills and attitude.
- Experience with health and mental health issues for children.
- Must have a legal driver's license and transportation. May involve extensive travel.

Posting Timeframe: 6/1/2017 – 6/16/2017

Submit Resumes To: Jessica Stroup, PCBDD HR Manager

499 North State Street, New Lexington, OH 43764

(P) 740-342-3542 (F) 740-342-1081 (E) j.stroup@perrydd.org