



State Director Tennessee Hospice & Palliative Care Organization Job Description

The Tennessee Hospice and Palliative Care Association (TNHPCO) State Director, in partnership with the National Hospice and Palliative Care Organization, (NHPCO) is the leader of the Association's activities as authorized by the Board of Directors and dictated by the strategic plan and annual budget. The State Director is responsible to the board, manages and directs all activities of the Association as prescribed by the Board of Directors and works directly with the Executive Committee and NHPCO overseeing areas of fiscal and managerial responsibility. Serves as liaison between providers and the public at large, including building and maintaining communications with political, economic, and affiliated organizations in the state and national realm. Along with the board, designs and implements short term and long-range plans to fulfill membership goals, engagement, organizational mission, and links these plans to the budgeting process for appropriate sustainability and fulfillment of operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO:

- Develop, and manage all aspects of a member organization within the annual budget, under the direction of the board of directors and NHPCO.
- Demonstrate energy, vision, strategic thinking and execution of the annual blueprint as developed by the board of directors and NHPCO.
- Develop and maintain relationships with strategic partners including provider members, healthcare, business, media and community stakeholders; and governmental groups within the state and national arena.
- Work closely with the Executive Committee to develop and execute an annual strategic plan.
- Coordinate all political action and advocacy activities with the appropriate leadership and in partnership with NHPCO.
- Seek external program funding through preferred business partners, and the development of non-dues revenue.
- Manage all aspects of the Association's communication strategies with NHPCO including website, quarterly newsletter, weekly e-news and other related strategies as needed.

PERSONAL CHARACTERISTICS:

- Visionary and innovative leadership style.
- Articulate and able to communicate orally and in writing with individuals and groups re: the vision and goals of TNHPCO and NHPCO.
- Organized and capable of focusing on strategic goals.
- Able to manage and work with divergent points of views and strong personalities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DESIRED QUALIFICATIONS:

- Self-direction, organization, and advocacy experience.
- Adaptive to rapidly changing challenges and leading board/staff in this environment.
- Effective communicator with multiple stakeholders including:
 - Provider members, potential members
 - Politicians (local, state and national representatives)
 - Business leaders and partners
 - Public and/or patients
 - NHPCO staff

EDUCATION/EXPERIENCE/REQUIREMENTS:

- Bachelor's degree required with strong preference for Master's or other advanced degree (e.g., MPA, MBA, MPH or JD) preferred.
- Some meaningful experience, two years preferred, in one or more of the following areas: health care, public policy and not-for-profit or trade association management.
- Ability and willingness to travel independently, by car and plane.
- Ability to apply information technology.
- Demonstrated writing and public speaking skills.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATION

A current driver's license and automobile insurance as required by Tennessee State Law.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Usually in a general office setting.