



TENNESSEE CHARITABLE CARE NETWORK

The Board of Directors of the Tennessee Charitable Care Network (TCCN) is engaging in a robust executive search for the next Executive Director. The Executive Director is responsible for providing leadership to TCCN and supporting Tennessee's network of nonprofit clinics and programs providing free or reduced-cost health care services to those in need. As a membership organization, the Executive Director will be accountable for being responsive and proactive to assist members with education, advocacy, funding, and networking. A third-party consultant will conduct the search with an intentional emphasis on recruiting diverse candidates and those with a heart for the mission. For more information about TCCN please visit www.tccnetwork.org.

MAJOR DUTIES:

- **Resource Development:** Manage resource development activities to support the mission of TCCN, including researching and cultivating prospective donors and funders, soliciting funds (e.g. grant writing), acquiring and facilitating in-kind contributions. Oversee the development, implementation, and evaluation of an annual development plan.
- **Membership:** In conjunction with Membership Committee, conduct membership activities, including prospective member outreach and membership application review. Create membership recruitment materials. Conduct periodic site visits to member clinics and make presentations as requested. Assist member clinics in crisis and troubleshoot as appropriate. Conduct membership needs assessment.
- **Marketing and Communications:** Direct the creation and dissemination of newsletters, annual reports, brochures, fact sheets, media kits, press releases, power point presentations, etc. Direct the creation and maintenance of the TCCN website and social media accounts. Develop and maintain relations with the statewide media. Oversee the development, implementation, and evaluation of an annual marketing plan.
- **Advocacy:** In conjunction with Legislative Committee, monitor federal and state health laws, policies, and regulations that impact free and charitable clinics and the populations they serve, and communicate this information accordingly. Interact with legislators, legislative committees and staff, and provide information as requested. Plan and coordinate annual legislative Day on the Hill activities and meetings. Initiate and support grassroots advocacy among member clinics to promote their interests. Coordinate the development and implementation of an annual policy agenda.
- **Representative Voice:** Serve as a spokesperson and representative for the TCCN. Develop and maintain strong relationships with key health care leaders and organizations that impact the work of charitable clinics and access to health care in general, and initiate or participate in cooperative and collaborative partnerships as appropriate. Encourage, support and communicate with other state and regional charitable clinic associations and the National Association of Free and Charitable Clinics. Attend meetings and make presentations upon request, and include board members as appropriate.
- **Finance:** Prepare and submit an annual budget to the Board of Directors, in conjunction with the Treasurer. Report all finances to the board and executive committee with full transparency, including details about multiple governmental grants.
- **Events and Conferences:** Work with Conference Planning Committee to plan and execute the TCCN Annual Conference and other meetings sponsored by TCCN.

- **Research and Data:** Coordinate with Data Collection Committee to conduct annual statistical survey of member clinics and surveys on other topics of interest; analyze and summarize survey results; and prepare reports for the membership and for public distribution. Research and catalog the current literature on relevant topics to charitable clinics (e.g. uninsured, health care access, etc.).
- **Board and Committees:** Participate as staff liaison to the Board of Directors meetings and either personally attend or assign staff to attend various TCCN committees, engaging with those committees to accomplish the goals and work of the organization. Participate with the Board of Directors in the development, implementation, and revision of the TCCN's Strategic Plan and action steps. Provide staff support to the officers, directors, and committees of the Board. Assist Board President and Committee Chairs in planning for meetings, and prepare reports and other documents as requested.
- **Administration:** Administer the day-to-day activities and functions of TCCN while overseeing TCCN staff in their respective duties also. Motivates, engages, inspires and supervises a high-performance staff team, attracting, recruiting, and training new talent as required.

MINIMUM QUALIFICATIONS:

- Education or experience equivalent to a master's degree in a health care related field, human services, social work, business, planning or public administration.
- Minimum of five years of senior management experience required, preferably in an association, health care organization, human services agency, or other nonprofit organization.
- Knowledge of health care industry, health policy, and community-based health care delivery is preferred but not required.
- Strong leadership skills required, along with a proven track record in planning, program development, administration, and fundraising.
- Experience with one or more of the following is also desirable: meeting planning, governmental relations, marketing, and research.
- Outstanding oral and written communication skills, and strong computer skills a must.
- Highly-motivated, well-organized and detail-oriented, and able to manage multiple projects and responsibilities in a fast-paced environment.
- Maintains a high degree of professionalism with diverse constituencies.
- Some travel required, occasionally overnight, primarily in Tennessee.

SALARY AND BENEFITS:

The Executive Director salary range is \$85,000 - \$100,000 depending on experience with the ability to earn up to \$125,000 based on a mission-aligned, board-determined bonus structure. All TCCN staff receive paid time off and holiday pay. TCCN is exploring an employee sponsored health benefit plan as well as other insurance policies where premiums would be partially or fully paid by TCCN. These could be put into place for the ideal candidate.

LOCATION:

This position is a remote position open to Tennessee residents. Applicants are not required to be located Nashville, but must be a resident of Tennessee with availability to travel to Nashville or to member clinics as needed, often for a single meeting to return home in the same day.

APPLICATION INSTRUCTIONS:

To apply, please email your resume and cover letter to hireforleadership@gmail.com by May 10, 2022. In the cover letter, please review the organization's website and write your opinion on which membership benefits help to advance the organization's mission. The timeline includes interviews beginning in May, with an offer made by the end of June. Please do not contact TCCN staff or board members as a third-party consultant is managing applications.

TCCN is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all applicants and employees.