



Our Mission: *To improve health outcomes for citizens of North Carolina by enhancing the practice of nursing through leadership, development, research and demonstration projects.*

Position Description

TITLE: Chief Executive Officer

DESCRIPTION: Serves as the Chief Executive Officer of the Foundation for Nursing Excellence (FFNE). Administers its operational and programmatic activities consistent with its Mission, its legal requirements as a 501c3 organization, and its contractual agreements with grantors and consultants. Oversees adequate use and availability of staff, as well as other resources, to assure effective and efficient mission-driven operations and evidence-based outcomes for the Foundation.

REPORTING RELATIONSHIPS: Directly accountable to the Board of Directors.

QUALIFICATIONS AND EXPERIENCE:

1. Education: Minimum of a Master's Degree in Nursing or related field.
2. Experiential:
 - a. Actively engaged in nursing or other health-related positions of increasing responsibilities and authority for a minimum of eight years prior to Appointment.
 - b. Preferred prior experience in non-profit management and grants administration.
3. Licensure: Has, or is eligible for, a valid North Carolina driver's license.
If a nurse, is licensed or eligible for licensure to practice as a registered nurse in North Carolina.
4. Special – Skills, Knowledge and Abilities:
 - a. Knowledge of laws governing nursing and other health professions; of laws governing non-profit organizations, employment, fund-raising and related state and federal statutes.
 - b. Skill in preparing cogent reports, letters, grant applications and related documents; in making professional judgments; in analyzing and defining trends in nursing and related health fields and their implications for the Foundation; in public speaking; in interpersonal verbal and non-verbal communication.
 - c. Ability to analyze and synthesize a wide variety of data; to establish priorities; to develop record keeping systems; to find and utilize appropriate experts; to manage staff and office operations of an emerging non-profit organization.

- d. Ability to meet travel demands of the position including travel to all areas within the state and nation. Access to private vehicle is required.

5. Personal:

- a. Physical and mental fitness to perform critical job functions of this position.
- b. Evidence of leadership, integrity, and interpersonal abilities which allow for flexibility and constructive functioning with individuals and organizations with a variety of backgrounds.
- c. Personal stature and reputation to establish partnerships within the healthcare and philanthropic community consistent with the Mission; ability to promote a positive image of the Foundation.

DUTIES AND RESPONSIBILITIES:

The Chief Executive Officer is expected to demonstrate the following performance dimensions and behaviors in fulfilling all elements of this position:

1. Vision and Leadership:

- a. Actively supports the Mission and Vision of the Foundation.
- b. Provides leadership in identification of strategic issues, opportunities, and development of the Strategic Plan; engages with Board in development of priorities.
- c. Implements and monitors Strategic Plan and policies, consistent with organization's resources and identified outcomes of the Foundation's work within the Board/staff operations and between Board and external entities.
- d. Promotes Board's visibility and credibility with wide variety of stakeholders.
- e. Represents the Foundation at selected state and national meetings and conferences.
- f. Keeps Board of Directors informed of current statewide and national issues that have potential impact on the Foundation's work.
- g. Provides leadership for fundraising and the Foundation's recognition/status at local, state and national levels.

2. Internal Operations:

- a. Promotes environment of collective and individual achievement for staff.
- b. Establishes organizational structure and staff selection process to accomplish the operational aspects of the Foundation.
- c. Recruits and employs qualified individuals for professional and administrative support staff positions.
- d. Develops policies relating to roles and responsibilities of the Foundation staff.
- e. Maintains and monitors staff goals, procedures, performance expectations, and recommends adjustments as documented need occurs.
- f. Initiates contracts for and use of resources, including accounting and legal services, appropriate to operational framework of the Foundation/staff to assist in carrying out responsibilities.
- g. Establishes and maintains appropriate systems of records and reports.
- h. Assesses and administers financial resources of the Foundation, assuring security, accessibility, flexibility and economy in use of fiscal resources.

- i. Develops and maintains productive working relationships between Board of Directors and staff.
- j. Provides leadership in problem-solving for the organization.

3. External Communications:

- a. Serves as the primary spokesperson for the Foundation.
- b. Develops and maintains productive working relationship between the Foundation and individuals, organizations, agencies concerned with the practice of nursing within the state and nationally.
- c. Serves in consulting and advisory capacity to groups and individuals concerned with enhancing the practice of nursing and related healthcare activities.

4. Role in Board Governance:

- a. Establishes and maintains a working relationship with the elected Board Chair to facilitate open communication and a free exchange of information relative to issues; course of action, and Board directives.
- b. Appraises the Chair and Board of Directors of progress, problems and needs to improve Board and staff functioning and services.
- c. Assists the Chair in preparing the agenda for meetings and presenting information and recommendations for consideration.
- d. Assists with new Board member orientation and transition; assist with on-going role development of Board members; participates in orientation of members to committee/officer roles.
- f. Recommends policies relating to roles and responsibilities of the Board.
- g. Utilizes legal services to assure all Board functions are consistent with applicable laws/rules.

Approved: June 2010

Revised: April 2012, September 2014