

Position Description

Position: Chief Executive Officer

Location: Indiana Center for Nursing (ICN)

The Indiana Center for Nursing Chief Executive Officer (CEO), reporting directly to the ICN Board of Directors, is responsible for the overall direction of the Center in meeting its mission and strategic goal accomplishments. The CEO is responsible for the operational and fiscal management, public relations, and communications of the ICN. The CEO directs and evaluates ICN staff, programs and services, including grant writing, oversight of grants, fundraising, strategic development and other functions consistent with the goals of the Center, represents ICN to external stakeholders and the public, and coordinates media and public relations in the promotion of the ICN mission and goals.

POSITION RESPONSIBILITIES:

Strategic Development and Program Administration

- Facilitates the work of the Board of Directors to articulate the vision, mission and strategic plan for ICN
- Provides leadership to develop, implement and monitor the strategic plan with measurable goals/objectives and a timetable to achieve the goals
- Convenes various nursing groups, other health care providers, business and industry representatives, health care consumers, and educators in moving the work of the ICN forward
- Recommends and implements priorities agreed on by the ICN Board of Directors
- Develops and implements a comprehensive membership retention and recruitment plan
- Establishes, maintains, or participates in the collection, analysis, and distribution of nursing workforce databases consistent with the National Nursing Minimum Data Set and needs of the state
- Identifies and secures financial and human (employed and volunteer) resources for projects and programs related to the mission and goals of the ICN
- Facilitates research and data collection necessary to accomplish ICN goals
- Coordinates all ICN projects such as the organization and oversight of the strategic goals of the Indiana Action Coalition and/or other projects as deemed appropriate by the ICN Board of Directors

Administrative, Operational and Fiscal Management

- Develops, implements, and monitors the ICN's policies, procedures and resources related to internal functions, as well as relationships with outside organizations and agencies including grantors
- Recruits, hires, directs and evaluates all ICN staff
- Maintains appropriate systems for records and reports both financial and other
- Provides fiscal oversight, that includes the preparation of the annual budget, organization of annual financial review by an accounting firm, and coordination of tax preparation with the accounting firm
- Manages financial and capital resources of the organization in concert with the ICN Officers of the Board
- Manages an active fund development process to ensure the on-going viability of the ICN in concert with the legal and tax status (501c3) of the organization
- Communicates trends in nursing practice and the impact of legislative and other policy issues on Indiana's nursing workforce distribution and access to quality health care to the ICN Officers and full Board of Directors when needed
- Promotes an environment that enhances staff's collective and individual achievement
- Provides the Board President and the Board of Directors all necessary information to carry out the business of ICN
- Provides the Board with an annual review of achieved goals related to the mission of the Center
- Performs other duties as may be delegated by the Board or officers of the Board

Communication and Public Relations

- Serves as the official spokesperson for ICN and on matters related to the adequacy of the Indiana nursing workforce and the impact on the health of Hoosiers
- Communicates and coordinates ICN activities with nursing, health care, educational, governmental institutions and agencies and consumer organizations as needed
- Oversees the preparation and dissemination of all internal and external communications including reports, newsletters, email and web content
- Disseminates information, survey findings, data and other projects through verbal and written communications
- Maintains regular communication with the Board of Directors' President and other executive committee members as appropriate to promptly point out urgent issues
- Represents the Board of Directors and the organization when requested by the Board President
- Provides personal and written responses to persons/organizations seeking information about ICN
- Identifies and recommends potential collaborations and/or partnerships for ICN and other persons or organizations pursuing similar goals
- Works throughout community to provide information and organizational visibility
- Oversees ICN brand management

QUALIFICATIONS:

Education and Licensure

- Registered nurse with a minimum of a Master's degree in nursing or related field, doctorate degree preferred
- Licensed or eligible for licensure as a registered nurse in Indiana
- Minimum of five to ten years of management experience consistent with job expectations

Personal/Professional

- Portray a professional image of nursing leadership at the executive level
- Articulate the vision, mission and goals of ICN appropriately in all settings
- Identify, develop and utilize his/her professional strengths to realize the goals of the organization
- Hold membership in professional nursing organizations and serve on community and/or national boards

Knowledge, Skills and Abilities

- Evidence of creativity and vision regarding the future of nursing and health care, and the need for and sustainability of ICN
- Knowledge of nursing workforce and related nursing and health care trends and issues on the national level
- Exceptional interpersonal, written, verbal, public speaking, and technology-based communications skills
- Strong leadership abilities, group process and conflict resolution skills
- Knowledge and ability in grant writing and proven record in securing funding and managing grants
- Experienced administrator with strong financial management skills including ability to manage private and government grant processes
- Ability to collaborate, negotiate, build consensus and implement statewide projects and/or public policies
- Ability to interact effectively with a variety of individuals and groups such as leaders in government, the private sector, academia, and health care practice at all levels
- Knowledge in the design and implementation of health care services research and statistics, and instrument and survey development as well as dissemination of results
- Flexibility, creativity and a sense of humor

Working Conditions

- Normal office environment with the ability to on occasion work remotely
- Frequent travel throughout the state and occasionally attending conferences in other areas of the nation