



Position: Executive Director

Reports to: Chair, Executive Committee, Board of Directors

Part Time: 20 hrs. per week, 50% position

Compensations: \$40,000 per year

The Integrative Health Policy Consortium (IHPC) is a 501(c)4 not-for-profit corporation comprised of a growing coalition of 22 organizations and institutions (our “Partners for Health”) and 11 at-large national experts representing more than 600,000 state-licensed and nationally certified healthcare professionals. They are the regulated (licensed or nationally certified) providers of integrative medicine, holistic nursing, chiropractic, acupuncture, naturopathic medicine, public health, behavioral health, traditional world medicines, certified professional midwifery, massage therapy, nutrition, and homeopathy.

IHPC envisions a world with no barriers to health. Our mission is to remove barriers to health and promote a healthier world that incentivizes health creation for all individuals, communities and the planet. IHPC’s core values, adopted by its Board of Directors (BOD) reflect IHPC’s intentional culture of open communication and collaboration, transparency, empowerment, mutual respect and diversity in developing- and acting on - impactful common ground to accomplish our mission. IHPC is committed to advancing diversity, equity, health justice and inclusion for all people, communities and the planet.

IHPC, was founded in 2001 at the request of legislators who support integrative health care and needed an organization that represents the consensus voice of the integrative healthcare communities, aligned around wellness, health creation and choice. IHPC is that trusted voice on The Hill. IHPC’s core work is dynamic engagement in policy change through IHPC’s annual legislative, policy and advocacy agenda. IHPC works actively with Congress, state and federal regulatory agencies, stakeholders, members and thought leaders to create a healthier world by removing barriers to health.

### Position Summary

IHPC is seeking a dynamic Executive Director (ED) with a background in and passion for shared governance or coalition leadership, and will work closely with the Executive Committee to help guide the organization to new heights, legislative impact, and expanded membership and membership engagement. The ED will work from a home/personal office to oversee the implementation and adaptation of IHPC’s 2018- 2021 Strategic Plan including fundraising, advocacy, policy and legislative initiatives; develop, drive and implement IHPC’s annual legislative and policy agenda, engage in partnership building and grant writing, communications, marketing and public relations, membership, committee and board activities. This position will be to take a mature-start-up to the next level. The ED will also assist the BOD in driving the overall strategy for the organization and represent IHPC at the national level. The ED will focus on growth in the following areas: fundraising and grant writing, advocacy and legislative impact (state and federal), committee empowerment and impact, and BOD engagement.

IHPC is seeking an ED to improve sustainability, expand capacity and infrastructure through development and escalate impact through ongoing state and federal advocacy and legislative initiatives, membership growth and strategic policy transformation. The right fit will be an executive leader with experience in coalition type organization models or in shared governance, who enjoys working with a highly engaged and knowledgeable membership.

Responsibilities are identified below. \* Please note the percentages allotted below are approximate and may change based on the needs of the organization.

## 1. Fundraising/Financial Management (25%\*)

- Develop a master plan for fundraising
- Lead fundraising efforts to meet required development revenue goals; measure and report on a quarterly basis
- Fundraising experience with the ability to engage a wide range of stakeholders including advisory groups, coalitions, foundations, corporate sponsors, and practitioner groups
- Establish, oversee, and maintain the organization's operating budget and associated financial reporting
- Maintain and distribute financial reports on a monthly basis, using information provided by the Board Treasurer (budget, monthly cash flow, updated donor reports, Partners for Health (PFH) membership fees, quarterly and annual reports)
- Prepare fundraising materials, and identify possible sources of funding in collaboration with the BOD
- Serve as leader and emissary to potential and existing funding partners - lead and implement Board engagement in philanthropic opportunities
- Develop prospect lists, identify opportunities, develop opportunities into plans and implement them as part of philanthropic development, handle follow-up work generated by EC, Chair, and BOD contacts with potential partners and funders
- Communicate with existing philanthropic partners on a regular basis in addition to completing required reports
  - Draft or manage grant proposals
  - Draft annual reports to philanthropic partners
- Maintain proactive, positive communication with PFH members and oversee membership fee collection
- Develop and implement a stratified individual philanthropic partner plan
- Consider other earned revenue opportunities (clearing house of information, etc.)
- Review and revise sponsorship policies and procedures as member of Bylaws and Governance Committee
- Work in close collaboration with the IHPC Treasurer

## 2. Legislative Coordination (State and Federal) (25 %\*)

- Serve as IHPC coordinator within IHPC (in partnership with the Co-Chairs, the Federal Policy Committee, Executive Committee, and the Board of Directors) with Capitol Hill representation, media, task forces, participants, potential participants, and others as necessary
- Overseeing the engagement of the BOD and building consensus
- Work with EC to oversee, develop and drive IHPC Annual Legislative, Policy, and Advocacy agenda and annual activities including Annual Board Retreat and DC Federal Lobby Day

## 3. Program Planning, Agency, and Community Partnerships (25%\*)

- Manage project plan and resources for incremental advancement of IHPC's 2018-2021 Strategic Plan, and the 2019-2021 Campaign Plan?
- Identify and propose potential projects to the Executive Committee (EC) for review in support of its policy initiatives
- Ability to work effectively in collaboration with diverse groups of people
- Identify collaboration opportunities within public or private agencies
- Create projects to build upon identified priorities of federal offices, centers, and agencies
- Propose and support projects that would advance IHPC's goals, increase IHPC's credibility, keep IHPC participants engaged, and open/promote IHPC funding opportunities

- Direct and manage all brand, marketing and communications, including electronic newsletters, social media, and strategic partner co-branding and communications; Board and PFH communications; and community engagement as approved by the EC.
- Propose, and upon approval of EC, develop and execute programs and communications to increase and enhance IHPC's visibility, credibility and funding support.

#### 4. Executive Committee, Committees, and Board of Directors Support (25 %\*)

- Coordinate meeting times, agenda, materials, meeting logistics, and minutes
- Serve as a resource and administrative support for all IHPC active committees and task forces
- Participate in conference calls, provide reports and information as requested
- Provide general support for the Chair and BOD
- Maintain email lists for Advisory Committee, Executive Committee, task forces, etc.
- Work with Executive Committee for review of major hires, fees, contracts

#### Qualifications:

The Executive Director will work closely with the Executive Committee and must be thoroughly committed to IHPC's strategy and mission. Candidates should have:

- Demonstrated success leading and developing significant, successful philanthropic and corporate partnerships and relationships, grant writing, and member relations,
- Demonstrated leadership skills, particularly in shared governance environments along with administrative, budget management, and relationship management experience.
- Strong experience in executive management with coalition building in a transparent, collaborative, inclusive common ground environment is a significant plus.

#### Other qualifications include:

- Entrepreneurial spirit and experience, alignment with IHPC core values and precedents
- Strong organizational experience and track record of successfully leading and maintaining a healthy corporate culture based on core values
- Demonstrated commitment to integrative health care
- Certification as a Certified Association Executive (CAE) is an asset
- Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives, and manage a budget
- Ability to effectively lead and facilitate large group meetings
- Integrity, positive attitude, mission-driven, and self-directed
- Ability to manage multiple tasks simultaneously
- Strong analytical skills, basic business intuition, and common sense
- Exceptional communication and influencing skills, a polished communicator who can work collaboratively with internal as well as external partners and other organizations
- Proximity to Washington DC is an asset but not required

Please email a cover letter summarizing your experience and desire to work at IHPC, along with a resume, to Beth Clay, Chair, Search Committee at [IHPCEDSearch@gmail.com](mailto:IHPCEDSearch@gmail.com)

Applicants from diverse backgrounds are strongly encouraged to apply.