



Position Description Executive Director

The Connecticut Oral Health Initiative (COHI), incorporated in 2003, is a statewide nonprofit dedicated to ensuring that all Connecticut residents understand the importance of oral health and have access to oral health care. Through advocacy, coalition building and education, COHI strives to create a public conscience that results in **oral health for all**¹.

COHI is a highly visible, successful advocate for access to oral health care and education, working with a variety of partners throughout Connecticut on behalf of underserved children, families and seniors. Our role is to initiate and lead alliances that positively affect public policy and resulting programs to promote oral health. To that end, COHI:

- leads and collaborates in statewide advocacy that promotes universal health coverage that includes oral health;
- ensures that oral health is included when general health is discussed;
- forges new and creative alliances among community organizations to promote oral health advocacy;
- acts as a primary resource for information about access to oral health care; and,
- publicizes policy analysis and recommendations.

COHI seeks an experienced nonprofit leader to serve as its executive director.

Key responsibilities:

- Supports the board in achieving its governance responsibilities and ensures that the board enacts its governance role
- As the board's partner, leads strategic planning activities and achieves strategic plan outcomes
- As a partner with the board, leads all sustainability and resource development activities including events, individual donor development, grant-seeking, and other fundraising activities
- Acts as key advocate and policy analyst for oral health issues on local, state and, as appropriate, national levels
- Represents COHI in the community; ensures that key stakeholders understand COHI's mission; collaborates with other community organizations
- Develops, maintains and evaluates organizational initiatives
- Manages operations, including human resources, finance, communications, and public relations
- Creates a climate that attracts and motivates the best board, and, as appropriate, staff and consultants; and, ensures that the organization is culturally competent.

¹ Our Mission
COHI ED Position Description 2009

Qualifications:

- A minimum of three to five years in a paid leadership position that includes organizational management in a similar nonprofit
- A Master's degree in Human Services, Public Policy Administration, Public Health, or the equivalent preferred
- Experience in oral health/public health issues preferred; experience with advocacy and public policy in Connecticut preferred

Demonstrated competency in:

- being mission-driven and inspiring others to be mission-driven
- thinking and acting strategically and facilitating strategic conversations
- achieving strategic and operational results and facilitating others to achieve results
- handling multiple and conflicting priorities successfully; working independently and in partnership with others
- valuing diversity
- communicating; writing, editing, giving presentations, influencing policy makers and community leaders, facilitating consensus and collaboration
- building relationships and collaborations with individuals and organizations
- the practical implementation of strategic goals at the operational level
- using technology (Microsoft Office applications)

Additionally, we seek a candidate who can demonstrate success in the following nonprofit functional areas:

- Advocacy and public policy
- Sustainability planning and management with a focus on individual giving and grants management
- Financial management and budgeting
- Governance; supporting boards to achieve best practices
- Strategic public and community relations

Equivalent experience may be considered. This position will remain open until a candidate is hired. We are an equal opportunity employer.

COHI offers a competitive salary commensurate with experience.

Please e-mail cover letter and resume (PDF or Word files only, please) to:

Search Committee
c/o Madeline McClave
Connecticut Oral Health Initiative
madelinem@ctoralhealth.org