

# Immunize Kansas Coalition



## Accepting Applications for Executive Director

The Immunize Kansas Coalition (IKC) is a group of more than 100 individuals and 45 member organizations with diverse perspectives – healthcare providers, health departments, researchers, healthcare payers, advocacy groups, nonprofits, and more – working together to improve vaccination rates and protect Kansans from vaccine-preventable diseases.

### Executive Director

Full-Time Independent Contractor Position

Contract Range \$120,000 - \$140,000/yr (inclusive of benefits/overhead expenses and commiserate with experience)

Applicants must submit a cover letter and resume via email to Carlie Houchen, Board Chair, [carlie.houchen@bcbsks.com](mailto:carlie.houchen@bcbsks.com). References are encouraged.

### Job Summary:

- Works under the administrative direction of the Board of Directors
- Coordinates closely with established contracted staff
- Manages the human resources of IKC including staff and sub-contractors
- Spearheads fund development for growth and manages financial accounts
- Initiates collaborative partnerships and alliances with other statewide organizations
- Advocates for immunization-related legislation, rules, and policies
- Works independently in own office space with own equipment as a contractor to IKC
- Minimal night and weekend commitments
- Occasional travel throughout Kansas, particularly Topeka

### Job Duties and Responsibilities:

- Establishes and maintains administrative policies, procedures, and structure, including contract services for the efficient operation of the coalition
- Manages the financial and human resources of the organization according to IKC Personnel Policies and current laws and regulations
- Spearheads fund development via grants and fundraising
- Prepares and recommends an annual budget in consultation with fiscal agent, contracted accounting firm, and contracted staff for approval by the Board and prudently manages the organization's resources within budgetary guidelines according to current laws and regulations
- Assures fiscal integrity through careful planning and management of income and expenses; appropriate record keeping; procurement of materials, supplies, and services; and management of personnel and associated expenses
- Recruits, selects, trains, and supervises staff and sub-contractors and administers a sound personnel program which enhances morale
- Serves as the spokesperson for IKC when called upon for interviews, questions, or quotes
- Recruits and promotes membership in IKC to statewide and national organizations, as well as individuals
- Advocates for IKC throughout the year with greater frequency during the Kansas legislative session

- Work with contracted staff to ensure the following activities are completed
  - Reports of IKC activities to the Board, IKC members, and funders, as needed
  - Planning and coordination of Board meetings
  - Planning and coordination of quarterly live and virtual meetings
  - Membership engagement activities to enhance practitioner’s knowledge and awareness on immunization issues across the lifespan, including maintenance of online educational modules
  - Program design, marketing, delivery, and evaluation of all IKC inter-professional and consumer-based education as well as products and services
  - Member engagement and member management
  - Creation and regular distribution of coalition newsletters
  - Actively maintain and update website and social media content
  - Conducts outreach efforts, including email marketing, website, social media, public relations, etc.
- Coordinates all other coalition activities with staff and committee support

**Training and Experience:**

- Minimum of a Bachelor’s Degree, Master’s Degree preferred, in Business Administration, Public Administration, Nonprofit Management, Public Health, or Health-related Field
- Minimum of five (5) years related experience
- Experience required in management, business principles, nonprofit principles and practices, public health program planning and design, program evaluation, and governance practices
- Experience preferred in grant writing and fund development experience
- Experience with legislative process or nonpartisan, public policy advocacy
- Provides proof of Certificate of Insurance as an Independent Contractor

**Knowledge, Ability, and Skills:**

- Strong written and verbal communication skills, including public speaking and media relations
- Works independently, but values working as a team
- Fiscally astute with the ability to balance economy and quality
- Executive decision making
- Reliable transportation and ability to travel throughout the state
  - Ability to travel to Topeka within 24 hours notice during legislative session
- Proficient with Microsoft Office Suite applications