

Institute for Oklahoma Nursing Education (IONE)

POSITION DESCRIPTION

**EXECUTIVE DIRECTOR**

**POSITION INFORMATION:** This is a voluntary position until the Executive Director is hired following funding. The Executive Director reports to the IONE Board of Directors.

- The Executive Director is responsible for the successful management of the organization according to the strategic direction set by the Board of Directors.
- The Executive Director works to identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- The Executive Director conducts official correspondence on behalf of the Board of Directors as appropriate and jointly with the Board of Directors when appropriate.
- The Executive Director represents the organization at community activities to enhance the organizations community profile.
- The Executive Director develops an operation plan that incorporates goals and objectives that work towards the strategic direction of the organization.
- The Executive Director oversees the efficient and effective day-to-day operation of the organization.
- The Executive Director provides support to the Board of Directors as requested, including preparation of meeting agenda and supporting materials.
- The Executive Director works with the Board of Directors and committees to prepare a comprehensive budget.
- The Executive Director works with the Board of Directors to secure adequate funding for the operation of the organization.
- The Executive Director participates in fundraising activities as directed by the Board of Directors.

- The Executive Director approves expenditures within the authority delegated by the Board of Directors and ensures that sound bookkeeping and accounting procedures are followed.
- The Executive Director administers the funds of the organization according to the approved budget and provides the Board of Directors with comprehensive, regular reports on the revenues and expenditures of the organization.
- The Executive Director ensures that the organization complies with all state and federal legislation regarding taxation.
- The Executive Director works to establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

**QUALIFICATIONS:** Experience as a nursing educator, preferably within the State of Oklahoma. Broad understanding of all levels of nursing education. Experience establishing or working within a nonprofit organization desirable.

**HOURS:** Variable, up to 80 hours/month

**LOCATION:** The Executive Director can work from home or an office supplied by a local nursing school. Access to the internet, phone and email required.