



St. Lawrence County Health Initiative, Inc.

Seeking a new Executive Director

Overview: The St. Lawrence County Health Initiative, Inc. seeks a dynamic, passionate, and visionary Executive Director to serve as the *senior leader* working in partnership with the Board of Directors and SLCHI team members to advance the mission of the organization. The Executive Director is responsible for decisions and policies; strategic, program, and operations planning and delivery; overseeing grant administration; internal and external leadership; and managing network and community relationships. The Executive Director is ultimately responsible for budgetary management; policies and procedures; and the selection, development, and performance management of Health Initiative staff.

Salary and Benefits: \$70,000-\$80,000, based on experience and qualifications, competitive benefits package to include paid time off, medical, dental, voluntary benefits, and retirement.

Essential Position Duties:

- Carry out SLCHI's mission to "measurably improve the health of St. Lawrence County residents, and the residents of the North Country Region, through collaborative community efforts."
- Work with the Fiscal Manager to guide the development of and oversee the organizational budget, as well as review grant vouchering, purchasing, cash flow, and bank reconciliations.
- Seek additional revenue streams to include pursuing grant opportunities and fundraising initiatives.
- Report to and work closely with the Board of Directors to define SLCHI's strategic goals, establish operating policies and procedures, and determine key issues affecting the health of the region.
- Represent the organization within the community, cultivate stakeholder relationships, and advocate for the organization's mission among community groups, funders, and public officials.
- Oversee planning and implementation of programs, ensure efficiency and alignment with the organization's mission, and secure additional programs as identified by community needs.
- Oversee human resources, including hiring, performance evaluations, job description review, personnel policies, fostering a positive work environment, benefit selection, and overseeing a staff of approximately 10 individuals.
- Oversee the organizational IT infrastructure and privacy and security policies.

Education, Experience & Skills:

The individual in this role must effectively oversee the execution of all outlined responsibilities while ensuring the long-term sustainability of SLCHI. The following requirements outline the essential knowledge, skills, and abilities necessary for success in this position.

- Master's degree, or a bachelor's degree with equivalent experience
- 5+ years of leadership experience working in a healthcare or community-based organization, with at least 2-years at the executive level, to include experience in strategic planning and leading staff.
- Strong financial management skills, with nonprofit financial experience preferred.
- Strong grant writing and fundraising skills
- Experience working with a Board of Directors and a multi-committee structure, preferred

Please send cover letter, resume, writing sample, and three references no later than June 2, 2025 to: St. Lawrence County Court House, Attn: Health Initiative Director Search, 48 Court Street Canton, NY 13617 or rdoyle@stlawco.gov