



Executive Director (2019)

Honoring Choices Minnesota (HCM) is a nationally-recognized public health initiative focused on Advance Care Planning. This initiative is housed within the Twin Cities Medical Society and its Foundation, located in Minneapolis, MN.

The Executive Director of HCM (ED) leads all aspects of the statewide program and its expanding national presence. The ED is responsible for maintaining the respected identity of the program, and enhancing it through cutting-edge expansion and impeccable standards in strong professional networking. The ED reports to the Twin Cities Medical Society Chief Executive Officer.

Duties include:

- Provide effective and inspiring leadership for HCM partners, staff, and constituents. Implement and lead continuous quality improvement processes throughout the program.
- Serve as primary (non-physician) spokesperson representing HCM at state, national and international events. Represent HCM in relevant professional associations, share in knowledge dissemination, reporting and communications, and develop thought leadership around ACP.
- Teach ACP courses to healthcare professionals, advanced academic audiences, community volunteers, and others interested in or in need of competence in ACP Facilitation. Update curriculum as needed based on new advances in knowledge or theory.
- Structure and lead high-performing teams – Advisory Council, Program Coordinators, Ambassadors, and National Network Partners – to continue HCM’s tradition of providing outstanding partner and public relationships, based on best practices and evidence-based research.
- Ensure the continued viability of HCM through development efforts, including maintaining current funding partnerships and generating additional funding relationships. Provide sound fiscal management and explore additional streams of revenue, grant opportunities, and expansion of current revenue-generating activities.
- As HCM grows, monitor brand usage and ensure consistent program development and retention of HCM quality standards.
- Spearhead promotional efforts including strategic planning for optimal media and social media coverage related to achievements, events and activities.
- Supervise staff, volunteers and interns.

PROFESSIONAL REQUIREMENTS

- Bachelor’s degree in relevant field required; Master’s/Advanced Degree preferred
- Demonstrated ability in adult education, preferably with experience around end-of-life issues. Enjoyment of teaching in formal and informal settings, and proficiency in developing or modifying curricular components as needed
- Solid, successful leadership experience in a nonprofit setting, with abilities in both “big picture” and detail-oriented perspectives

- Familiarity and comfort with working in a fast-paced environment where change is a constant; willingness to work solo or with a small team to accomplish any task
- Advanced public speaking and story-telling skills, including group facilitation
- Experience with community organizing and understanding of the principles of cultural humility
- Strong organizational and writing/editing skills, including high level of proficiency with Microsoft Office platforms
- Excellent program administration experience (budget management, personnel management, marketing, public relations)

This full-time, exempt position offers competitive benefits and salary commensurate with experience. Occasional travel required, occasional evening/weekend meetings.

Position open until filled; applications received in May will receive priority consideration. A background check will be completed for all finalists for this position. TCMS is an equal opportunity employer.

TO APPLY

Please send a cover letter, your résumé, and a list of three professional references and their contact information to Ruth Parriott, CEO rparriott@metrodoctors.com.