



ASSOCIATION DIRECTOR JOB DESCRIPTION

OPPORTUNITY:

Through advocacy, education and networking, Connecticut Association of School Based Health Centers (CASBHC) positions school-based-health centers (SBHC) as leaders in the broader health care systems for Connecticut's children and adolescents. Connecticut's school-based health centers have been delivering comprehensive health care to students in schools for 30 years – where they spend 25% of their day. Today, there are more than 100 school-based health centers in the state, and the number keeps growing each year. The centers have become part of the essential system of care for children and adolescents, providing physical, mental health, and oral health services to over 44,000 students annually in 26 communities.

CASBHC is seeking a dynamic leader to carry out the mission, objectives, and policies of the organization. Under the direction of CASBHC's Board of Directors, the Association Director is responsible for the overall operations and administration of the organization. The Association Director serves as an *ex officio* member of the Board and an *ex officio* member of the Standing Committees, for the purpose of providing such support as the work of the committees may require.

MAJOR RESPONSIBILITIES:

Leadership

- Advocate for CASBHC and SBHCs in the public, private, legislative sectors
- Execute strategic vision for organization, build consensus, demonstrate leadership needed to move organization forward
- Represent CASBHC in statewide committees and councils that create policy on child/adolescent health issues; advocate for contributions/inclusion of SBHCs
- Develop and execute communication strategy to SBHC field, legislators, funders, advocates through regular and timely newsletters and action alerts
- Participate in CT Coalition for Oral Health; Children's Behavioral Health Advisory Council; SBHC Advisory Committee; Medical Assistance Program Oversight Council; DSS PCMH Care Management Committee; SIM Practice Transformation Taskforce
- Stay well-informed of developments in healthcare reform; position SBHCs for changing payment structures and delivery system changes

Advocacy and Promotion

- Work with CASBHC Board and lobbyist to execute annual advocacy agenda
- Develop and oversee advocacy communications to field during legislative session
- Attend legislative meetings, provide advocacy materials, coordinate with the field and provide written and oral legislative testimony on behalf of CASBHC

Fundraising and Grant Writing

- Seek and write grants; build grantor relationships; ensure grant deliverables are accomplished; create and submit grant reports per time schedule of funder
- Cultivate new members
- Provide oversight to all aspects of annual conference as major fundraiser – speakers, CEU applications, hotel communications, registrations, seek sponsors/exhibitors, build/maintain relationship with DPH for training funds
- Seek partnerships to benefit SBHCs (Medicaid, DPH, DCF, SDE, School-Based Health Alliance, CHN-CT, Beacon Health, Dental Health Partnership, etc.)

Operational Oversight

- Provide strong supervision to Communications' Coordinator including support and accountability; assign tasks effectively and support assignments as needed
- Manage consultants/contractors for projects as needed
- Oversee business operations: manage financial operations and budgeting; communicate/coordinate with accountant; financial reporting to Board
- Communicate with payroll vendor: biweekly reporting of staff hours

QUALIFICATIONS:

- Bachelor's degree in a health-related field, Master's Degree preferred
- Excellent written and oral communication skills Experience working with/knowledge of school systems
- Experience working with/knowledge of non-profit agencies
- Exceptional organizational skills and ability to work independently
- Knowledge of the legislative process
- Proficiency in writing grants
- Proven track record of collaboration
- Valid United States driver's license

HOURS & COMPENSATION:

Full-time salaried position. Hours, salary and work schedule negotiable. Paid vacation and sick time.

CASBHC is an equal opportunity employer. We celebrate diversity and are committed to create an inclusive environment for all employees.

We are ONLY considering applications that are submitted via email AND with a cover letter.

In your cover letter, please state your salary expectations.

Applications without this information will not be considered.

All resumes AND cover letters should be sent to CASBHCsearch@gmail.com

Please name your documents as follows:

LAST NAME – RESUME and LAST NAME – COVER LETTER

Applications will be accepted until April 15, 2020.

Visit Connecticut Association of School Based Health Center’s website at

<http://www.ctschoolhealth.org/>