
CATCH Executive Director Job Posting

Community Access to Coordinated Healthcare, Inc (CATCH) is a non-profit organization dedicated to improving health outcomes through health education, training, outreach and referral services including case management and access to care.

CATCH is looking to contract with a permanent part-time Executive Director to run the day-to-day business of a non-profit organization beginning July 1, 2024. This is a contractual position that pays \$12,000 per year (averaging 2-10/hours a week). This position is ideal for a retired public health professional or someone looking for a part-time job. A home office is required.

Qualifications

- MPH or MSN preferred or previous experience at a public health organization
- Will consider business management degree with strong organization, communication and leadership skills
- A Home Office is required with working knowledge of accounting software, preferably QuickBooks.

Responsibilities

- Schedule and conduct meetings on a regular basis with Board members to assure open communication and implementation of CATCH activities.
- Develop meeting agenda with input of Board President.
- Develop and present Executive Director's report at each meeting.
- Update and maintain Policies and Procedures Manual as needed.
- Take advantage of networking opportunities
- Reports directly to the Board President

Financial:

- Prepare and monitor annual CATCH budget for Board adoption, monitor same and provide financial reports for CATCH program at each Board meeting.
- Work with CATCH's CPA to manage the legal financial reporting requirements for 501c3.
- Research grant and funding opportunities.

Program:

- Promote CATCH programs that will accomplish Strategic Plan goals.
- Administer, monitor and report on specific programs (grant funded and other).
- Provide oversight and day-to-day program management.

Other Managerial:

- Attend relevant conferences/ meetings.
- Perform other duties as assigned by the Board of Directors.

Start date: July 1, 2024. If desired, training can be conducted prior to start date. Position open until filled.

Email your cover letter, resume and bio sketch to: Catchnetworks@gmail.com