



O R A L H E A L T H K A N S A S

Job Description

Job Title: Executive Director	Last Revision Date: 11-08
Reports to: Board of Directors	

Mission Statement

To improve oral health in Kansas through advocacy, public awareness and education

Vision

Kansas is a national leader in oral health education, prevention and treatment

Basic Purpose for this Job	
The Executive Director provides leadership and management of initiatives and projects designed to educate and promote oral health in Kansas. The director will be responsible for implementation, continued development and management of the strategic an operations plan of the organization.	
Job Requirements	
Minimum education; licenses/certifications	Bachelor’s degree; master’s preferred; and/or demonstrated experience aligned with job requirements
Minimum Job Requirements	Must be 21 years of age Lifting requirements of 30-50 lbs Must have a valid driver’s license
Client population or customers served	Organizations and individuals who benefit from organization efforts to improve policies and access to oral health care in the state of Kansas
Minimum Work Experience	5 years with 3 years experience in managing all aspects of non-profit organizations preferred.
Required Skills, Knowledge, and Abilities.	Organizing, supervisory and management skills. Strong communication and public presence skills with highly developed written and oral communication skills. Proficiency with computer technology related to every day job performance and expectations. Familiarity with and demonstrated knowledge in the development and management of coalitions
Essential Job Functions	Recruitment of oral health education partners from both the public and private sectors with the goal of coordinating oral health efforts in the state. Reviews issues and trends in oral health education, meeting with oral health providers throughout the state, designs develops and implements network projects, manages coalition based oral health projects. Leads planning and decision making relative to the strategic and operations plan of the organization Provides comprehensive oversight and strategic direction of the development and management of the organization’s financial system Oversees the development and implementation of the advocacy, development plans for the organization Works directly with the chair of the board in managing and supporting the Governance activity of the organization.

<p>Job Specific Core Competencies</p>	<p>Job knowledge (as defined in the essential job functions) Judgment Quality of work (accuracy) Quantity of work (productivity)</p>
<p>Organizational Core Competencies</p>	<p>Inspires a shared vision Delivers results Challenges the process Values people Acts in the best interest of OHK Maintains financial viability</p>
<p>Application Instructions</p>	<p>Submit cover letter and resume electronically to: denise.maseman@wichita.edu.</p> <p>In your cover letter please briefly address questions:</p> <ol style="list-style-type: none"> 1. The primary mission of Oral Health Kansas is public policy advocacy. The executive director is the organization’s chief spokesperson. They need to understand legislative and budgetary decision making and be influential with policymakers. Please briefly describe your experiences as a public policy advocate in Kansas. 2. Oral Health Kansas is a coalition. It brings together a diverse group of public and private actors concerned about improving the oral health of Kansans. It operates in a complex and changing environment. The executive director needs to be proactive, strategic and entrepreneurial. Please briefly describe your experience as an executive who thinks and acts in this manner. 3. The executive director of Oral Health Kansas needs to be a successful fund raiser. Grant-writing and relationship management skills are particularly important. Please briefly describe your experience as a und raiser and grant writer. 4. The executive director of Oral Health Kansas is the chief executive officer of the organization. They are responsible for supervising the work of the staff and assuring that the organization’s objectives are achieved. Please briefly describe your experience supervising the work of others. <p>At the end of your resume include the following statement and sign and date below it.</p> <p style="padding-left: 40px;">By signing below I certify that the information provided on this application and during any subsequent interview is true. If any of the information provided by me is found to be false or misleading, I understand that this may be grounds for my disqualification or termination. By signing below I also give Oral Health Kansas permission to check any references I have provided.</p> <p>Closing Date: March 12, 2009</p>