Upper Valley Community Nursing Project Seeks Executive Director

The Upper Valley Community Nursing Project (UVCNP) is a growing non-profit organization, seeking its first-time Executive Director to carry the organization into an exciting phase of expanding impact.

The Executive Director will have the opportunity to work with the Board in shaping the pursuit of strategic goals and UVCNP’s prominence in the community.

Conceived in 2011, UVCNP strives to strengthen and sustain the regional Community and Parish Nursing Programs serving the needs of rural communities in New Hampshire and Vermont and to assist in the initiation and development of new Community and Parish Nursing Programs.

Community and parish nurses are hired by their own towns and congregations to support residents, particularly older adults, to stay in their homes safely. The model is built on client need, not reimbursement. It is person centered and designed to support community members requiring care management, health education, medication reconciliation, and symptom management.

This model works in collaboration with Primary Care Providers, Social Service, and skilled Home Health care & Hospice agencies. UVCNP does not hire or supervise nurses; we provide them with support and promote the model across the broader health care system.

Please see the full Executive Director job description below.
To apply send cover letter and resume to  uvcnp1@gmail.com
Upper Valley Community Nursing Project
Executive Director Job Description

The Upper Valley Community Nursing Project (UVCNP) incorporated as a non-profit in 2019. Conceived in 2011 UVCNP is based on a holistic philosophy of nursing which dates back to the 19th Century. The organization strives to strengthen and sustain the regional Community and Parish Nursing Programs serving the needs of rural communities in New Hampshire and Vermont and to assist in the initiation and development of new Community and Parish Nursing Programs.

Core areas of focus are:
- Education, mentoring and support to affiliated community and parish nurses.
- Advisory support to regional community boards, parish health ministries and local steering committees concerning community home nursing programs
- Advocacy for community and parish nursing in the wider region, program marketing
- Coordination of all aspects of program wide electronic documentation tools for client records, evaluation of outcomes and effectiveness of the care provided.

UVCNP is run by the Board of Directors. UVCNP is registered with the State of New Hampshire and is a recognized 501(c)(3) organization with the IRS. Funds are raised through donations and grants. Annual revenues are approximately $120,000. The Executive Director position is being funded by grants and foundations. For more information about UVCNP, please visit: uvcnp.org

POSITION
This part-time paid position is 20-24 hours per week position starting with a one-year contract with the opportunity to extend. The position reports to the Board of Directors. Hours are flexible with the opportunity to work from home. Job location is the Upper Valley.

The Executive Director will provide leadership and organization to UVCNP with a focus on its Strategic Goals. S/he will build relationships with area organizations with a deep understanding and appreciation for area and statewide resources. The Executive Director will represent UVCNP at meetings and collaborate with area healthcare providers and agencies and develop supportive relationships with current Community and Parish Nurses.

Skills and Knowledge
- 10+ years experience working in a health care or social service environment. Nursing experience in Home Care, Care Management or Care Coordination is preferred but other professional experience will be considered.
- Experience working or volunteering in a non-profit. Managerial experience, preferably in community-based program.
- Good understanding of the US Health System, especially the current NH and VT systems.
- Excellent interpersonal and verbal/written communications skills with an understanding and passion for community-based care especially eldercare. Persuasive!
• Strong organizational management skills (this is a start-up). Likes to work through others.
• Experience with financial oversight responsibilities. Good understanding of compliance issues and reporting requirements.
• Computer skills and experience with office management software.
• Experience with an electronic medical record is a plus.

Leadership and Management
• Manages the organization to achieve mission and goals.
• Implements and manages any policies and procedures approved by Board of Directors.
• Network with NH/VT Healthcare Providers and Eldercare Agencies. Advocate for UVCNP interests and partnerships.
• Sets up yearly calendar for funding, contracts, reviews and events.
• Ensures compliance with all contracts and state and local laws and regulations.
• Ensures accurate and timely record keeping of proper documentation.

Development and Fundraising
• Informs and markets the mission of UVCNP to the public and healthcare providers.
• Seeks out, establishes and develops collaborative relationships with local and state wide entities to further UVCNP mission and goals.
• Assures website is up to date and has necessary information for our users.
• Works with Board to sustain high visibility in the community.
• Supervises maintenance of the donor data base.
• Supervises or conducts the research and preparation of all proposals for funding and grants.

Public Relations
• Be aware of and attend as UVCNP representative the important meetings/conferences in the area.
• Nurture relationships with potential donors and supporters of UVCNP.
• Build relationships with communities and Community Leaders interested in developing Community/Parish Nurse Programs in their town, cities, Churches.
• Develop relationships with the press and relevant organizations.

Board Relations
• Serves as ex officio member of the Board and Board committees, meeting with the Chair as requested
• Accountable to the Board for program operations.
• Works with Board Chair to prepare and notice monthly Board meeting agendas and reports.
• Works with Board Chair to prepare and notice monthly Nurse Meeting agendas, managing and organizing requests for discussion and education
• Works with Board Chair to plan and execute community meetings.
• Works with Board Chair to organize Annual Meeting
• Collaborates with Treasurer to assure accurate reporting of budget status to Board
• Work with Committee Chairs to help coordinate, nurture and grow their work. Attend Committee meetings.

Nurse Support and Nurturing
• Organize monthly Nurse meetings
• Keep nurses appraised of continuing education opportunities in the area
• Be responsive to individual nurses with questions/concerns re their positions. Assist in finding support or expertise necessary to move them forward.

Financial
• Monitors budget and grant funding intake and expenditures.
• Works with Treasurer and Bookkeeper to manage agency budget
• Assures agency has the necessary data to support funding requests

Data Collection and Reporting
• Administer the UVCNP EDS Project.
• Coordinates the management of the Data Server, DataCore at Vanderbilt, and all contracted technical services that may be required by the project.
• Become familiar with REDCap, the data collection program used by the Community and Parish Nurses
• Pull data from the REDCap system to meet the needs of the nurses, their coordinating bodies and UVCNP including for fundraising/grant writing

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