

**President**  
Rae Dick, CP-FS  
Westford

**Secretary**  
Melissa Ranieri, RS, SE, SI  
Walpole



**Vice President/Interim  
Treasurer**  
Timothy Muir McDonald, MPA  
Needham

## **Executive Director**

### **I. General Summary**

The Massachusetts Health Officers Association (MHOA) is seeking an experienced Executive Director to lead its statewide association of over 600 members, many from local health departments. MHOA leads, supports, and advocates for the delivery of statutory and foundational public health services across every municipality in the Commonwealth of Massachusetts. MHOA informs, educates, and empowers its members to ensure healthy communities for all.

The Executive Director reports to MHOA's Board of Directors and represents the state's health interests in the National Association of County and City Health Officials (NACCHO). The Executive Director assumes leadership responsibility in strengthening MHOA's infrastructure; assists local health departments improve their individual and collective capacity; emphasizes membership support and development; and effectively advocates for local health departments.

### **II. Essential Functions**

- Serves as a leading voice in the Massachusetts public health system, articulating a clear vision of the importance of local public health to overall community health and wellbeing, as well as the necessity of having a trained and competent local public health workforce
- Advocates for important current public health topics and concerns
- Manages and oversees all MHOA programs and trainings
- Hires, trains, and manages MHOA staff
- Researches, develops, and manages grant-funded programs
- Meets monthly with MHOA's Board of Directors
- Manages all financial aspects of MHOA and works with the finance committee on establishing and monitoring the annual budget and fiscal operations of MHOA.
- Leads communication efforts on behalf of MHOA members
- Serves on MHOA committees and statewide committees
- Represents Massachusetts in the National Association of County and City Health Officials (NACCHO)
- Collaborates with other public health organizations to strengthen public health initiatives
- Maintains collaborative working relationships with colleagues in order to foster a positive work environment
- Performs other similar job-related duties as requested or required

### **III. Job Requirements**

Job Knowledge and Skills:

- Demonstrated commitment to health equity and public health collaboration
- Proven success in public health program operations, business planning, project management, grant application procedures and management, and financial management
- Strong interpersonal, and oral and written communication skills
- Experience managing and supervising a diverse staff
- Experience managing a multi-million-dollar operating budget
- Organized, timely, and able to work independently
- Microsoft Office, Google suite, and database management proficiency
- Ability to work under pressure and meet challenging deadlines
- Adaptability and flexibility are required

Education/Experience:

- A Bachelor's degree in public health or a related field is required. A Master's degree in public health is strongly preferred. If a candidate does not have a Master's degree in public health, evidence of graduate-level study in public policy, public administration, or a related field is preferred.
- A minimum of 10 years of professional work experience in the public health, healthcare, or non-profit sectors is required. MHOA desires at least five years of increasingly responsible management or leadership experience, ideally in the Massachusetts public health system.

*An equivalent combination of education and experience which provides proficiency in the areas of responsibility listed above may be substituted for the above education and experience requirements.*

#### IV. Working Conditions/Physical Demands

This position works remotely. Significant travel within Massachusetts is required, as well as occasional out-of-state travel. Must be a Massachusetts resident with a valid driver's license, or the ability to attain a license by date of hire.

#### V. Salary

This is a full time (37.5 hours per week) exempt position with a salary range of \$110-\$115,000 with sick days, vacation days, optional retirement assistance, and a health stipend.

**Please submit a cover letter and resume by September 30, 2022, to:  
MHOAEDSearch@mhoa.com**

#### **Americans with Disabilities Statement:**

Must be able to perform all essential functions of this position with reasonable accommodation if disabled.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and skills required by*



*individuals so classified. MHOA reserves the right to modify position duties at any time to reflect process improvements and business necessity.*

*MHOA is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law.*

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.*

