

VERMONT ETHICS NETWORK
Room 25, 64 Main St., Montpelier, VT -5602
Tel: 802 828-2909, Fax: 802 828-6558

Job Description: Interim Executive Director

This position reports to the Board of Directors. Its term is 6 months and is eligible for extension. Its incumbent is also eligible to apply for the permanent position of Executive Director.

Salary Range: tbd

Responsibilities

1. Manage all aspects of the administration and operations at the Montpelier office, including supervision and support of the Staff Assistant
2. Report monthly to the Board on the status of the budget and balance sheet
3. Assure fulfillment of contracts and grants
4. Assist Board in defining and implementing strategy for permanent replacement of executive leadership
5. Assist Board in exploring vision, potential partners, and alternative operational models.
6. As necessary assure other activities necessary to maintenance of organizational functioning and mission effectiveness. These may include:
 - a) Collaborate with Board and colleagues from hospitals and other organizations in planning conferences, educational programs and workshops to educate professionals and the public about ethical issues values and choices in health and health care
 - b) Convene and facilitate meetings of the Rural Ethics Network (hospital ethics committees) in conjunction with DHMC bi-annual programs
 - c) Develop a fundraising plan including, but not limited to, twice annual donor letter solicitations, hospital support requests, grants from State and private sources, sales of booklets and publications and sponsorship of programs and conferences where applicable
 - d) Work with the Board Chair and Executive Committee to plan and record Board Meetings and the annual Board Retreat
 - e) Conduct workshops and other educational programs
 - f) Represent VEN to the legislature and testify when called or appropriate to further the role of educating the public about Advance Directives.

Education and Background Experience: BA and at least 5 years experience in a non-profit setting in a management position; alternatively, MA, MS or MPA and at least 2 years experience. Education and experience in health care, ethics, or law are helpful, but not required. Demonstrated interest in health care ethics and policy are essential. Strong writing and communication skills required. Must be willing to travel and be available some evenings and weekends.