



# REGIONAL INSTITUTE FOR HEALTH & ENVIRONMENTAL LEADERSHIP

## **RIHEL Seeks Executive Director**

The Regional Institute for Health and Environmental Leadership (RIHEL) is a nonprofit organization dedicated to developing and connecting leaders who work collaboratively in diverse sectors and communities to create and sustain the health and well-being of people and the environment. [www.RIHEL.org](http://www.RIHEL.org)

RIHEL provides leadership and professional development training including its Advanced Leadership Training Program that engages participants over the course of a year. More than 1,000 participants have graduated from RIHEL's comprehensive leadership programs over more than 20 years, creating a legacy of vibrant, forward-looking professionals dedicated to health and the environment. RIHEL's core values reflect our commitment to diversity, equity, and inclusion. We believe in the dignity of all people, and that diversity intrinsically enhances every aspect of life. We strive for diversity among participants in all our programs, and we seek to draw together individuals from diverse cultures and backgrounds who share a belief that collaboration and inclusiveness are front line leadership tools for addressing complex problems.

RIHEL is seeking an entrepreneurial Executive Director who will build on our legacy of excellence, and provide leadership, strategic direction, and guidance for all aspects of RIHEL's programs. This is an exciting and distinctive opportunity to work with professionals in the public and private sectors and the academic community to improve public health, health care and the environment. Our new Executive Director will lead our respected leadership development organization as we prepare to celebrate our twenty-third anniversary.

We welcome candidates who can contribute to the diversity, inclusiveness and excellence of our leadership development community. We encourage exemplary applicants of any race, religion or belief if any, gender, gender identity, disability, sexual orientation or age to fulfill their professional aspirations with us.

The new Executive Director will begin work in a part-time capacity, with the opportunity for expansion to full time as programs, temporarily pared back due to the COVID-19 pandemic, can be built and strengthened by the Executive Director.

### **Responsibilities**

The ideal candidate will use a strategic mindset to drive the future success of the organization by aligning activities under a shared vision. With ultimate responsibility for all program areas, the candidate will execute all areas of need for the organization, including fiscal, operational, program development, community relations, and board relations. The Executive Director:

- in collaboration with the RIHEL team and Board of Directors, develops plans to achieve the mission, vision, and goals of the organization and is responsible for directing the implementation of these plans.
- develops, initiates, and monitors all business development activities, including (but not limited to): attracting community leaders to be included in RIHEL activities; serving as a key liaison with internal and external partners; developing and maintaining contacts and relationships for leadership development programs; and identifying, qualifying, and developing potential funding sources to enhance opportunities to grow RIHEL programs.

- provides administrative management and leadership for educational programs and overall RIHEL operations.
- develops and grows the RIHEL team and directs their priorities.
- in collaboration with RIHEL's Finance Manager, coordinates and leads all aspects of RIHEL finances, including quarterly budget reviews, periodic forecast updates, regulatory compliance and audit preparation.

### **Working with the Board of Directors**

The Executive Director reports to the RIHEL Board of Directors. While the Board is responsible for making a range of vital organizational decisions, it is not involved in day-to-day operations. As the most senior manager in the operational hierarchy, one of the Executive Director's main roles is to act as a liaison between the Board and the rest of the organization. The Executive Director meets with the Board regularly to keep them informed of operational issues and work with them to develop strategic solutions to complex challenges.

### **Public Relations and Fundraising**

The Executive Director fulfills vital roles outside the office and after normal business hours. The Executive Director is expected to attend and possibly host a range of fundraising events, new programs, and public relations events. As the public face of RIHEL, the Executive Director often speaks directly with reporters, donors, government representatives and members of the community to advance organizational goals.

### **Education and Experience**

- Success in building and growing an organization, program, or department.
- Two or more years of experience administering an organization, department, or multi-faceted project.
- Proven track record of success in at least two of the following: teaching or training, grant writing, fundraising, or board management.
- MA, MS, MPA, MPH/MSPH, MBA, DrPH, EdD, PhD or equivalent is preferred. A bachelor's degree is the minimum educational requirement.

### **Compensation and Benefits**

RIHEL offers competitive compensation benchmarked to local nonprofit salaries. The expected hiring range is \$45,000 to \$49,000 for 50% effort. Benefits are available including health insurance, retirement plan, paid time off, and holidays.

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### **Location**

The Executive Director could work out of RIHEL's Denver office, or possibly work remotely. If working remotely, the Executive Director nevertheless would need to attend in person programs presented by RIHEL in the Rocky Mountain Region and possibly elsewhere, and be present in Denver as necessary and appropriate for purposes of managing staff, connecting with the Board and the Rocky Mountain public health community, and supporting fundraising.

### **How to Apply**

RIHEL is a non-profit 501c3 organization, RIHEL staff are employees of the University of Denver. Candidates must apply online through [jobs.du.edu](https://jobs.du.edu/cw/en-us/job/493848/executive-director-parttime-regional-institute-for-health-environmental-leadership) to be considered. Only applications submitted online will be accepted. <https://jobs.du.edu/cw/en-us/job/493848/executive-director-parttime-regional-institute-for-health-environmental-leadership>

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