

**Job Description:****Executive Director, NY-Metro Chapter, Physicians for a National Health Program.**

**April 2022**

The NY-Metro Chapter of Physicians for a National Health Program is seeking a full-time Executive Director.

**About the Organization:** Physicians for a National Health Program (PNHP) is a 501(c)(3) non-profit advocacy, education, and research organization of physicians, medical students, health workers and health advocates dedicated to working toward universal healthcare through single-payer national health insurance (Improved Medicare for All). The [New York Metro Chapter](#), one of 60 nationwide, is PNHP's largest with 450 dues-paying members. It was formed in 1990 to help mobilize and organize tri-state area supporters of a single-payer national health plan. Of equal importance, the chapter's current focus is joining forces with a large statewide coalition advocating for the New York Health Act, aimed at creating a single-payer, universal healthcare system in New York State. This legislation, with robust support in both chambers in Albany, will, when passed, not only revolutionize access to healthcare in New York State, but will also serve as a model and inspiration to other states, and potentially the entire U.S.

**About the Position:** The Executive Director works closely with the Board of Directors to determine and implement the strategic direction of the organization, strengthen Board development, and support the Board's Committees and Working Groups. The Executive Director provides leadership and administrative support in organizing, communications, fundraising and financial matters of the Chapter. The Executive Director oversees one full-time Chapter Coordinator as well as one or more Student Fellows as well as any consultants and volunteers.

View the job description at [www.pnhpnymetro.org/jobs](http://www.pnhpnymetro.org/jobs).

Salary and benefits range: \$68-\$72K + health benefits

Submit resume and cover letter to [PNHPnymetro.applications@gmail.com](mailto:PNHPnymetro.applications@gmail.com).

**Deadline: May 15, 2022.**

**Position Location:** New York City. Until the COVID-19 restrictions are lifted, work will be done remotely. After that, in-person presence at NYC meetings and events, and periodically in our midtown office, will be required.

This is a great opportunity to bring your talents and energy to bear in supporting the movement for health justice and in particular to help win a historic victory for single-payer healthcare in New York State. The Executive Director, working to support the Board of Directors, a group of health justice leaders, will support all aspects of the Chapter's work, including organizing, communications, event management and fundraising and financial recordkeeping. As such, this position provides a unique opportunity to apply one's support for healthcare reform issues, and to continue building the movement for health justice in coordination with prominent activists and educators in the local and national fight for universal healthcare as a basic human right.

The successful candidate will be a strong supporter of health justice and have an understanding of current healthcare policy, have exceptional organizational skills and experience with project management. Key particular skills include excellent communication skills, organizing and fundraising experience and proficiency in use of Google suite, Zoom or another virtual communication platform, a CRM such as Nation-Builder, and social media such as Facebook, Instagram and Twitter.

Responsibilities include the following:

### **Organizing**

- Seek opportunities for Board and Chapter members to educate and promote single-payer and health justice work and to elevate all aspects of the work of the Chapter.
- Seek partnership opportunities, take part in and promote City and State-wide health justice events.
- Engage Board and Chapter members in internal and public-facing work of the Chapter.
- Take leadership roles in campaigns in which the Chapter is engaged, such as that supporting the single payer NY Health Act.
- Support the Chapter's legislative strategy.
- Support the Working Groups and Committees of the Board and Advisors.
- Recruit and mentor student leaders at area medical schools, and help to build strong chapters at these schools.
- Collaborate with the PNHP National Office as well as New York area chapters in the Capital District and elsewhere.
- Develop ways of expanding membership and engaging new members with the Chapter's work.

### **Administration**

- Manage and oversee scheduling and organization of monthly Board meetings, as well as meetings of the Executive Committee, the Working Groups and Board Committees and other events.
- Hire and supervise a Chapter Coordinator and Student Fellow(s) and volunteers.
- Organize Board and officer elections.

- Maintain Chapter files and database (donors, members, non-members) using Nation-Builder.
- Report bi-monthly and semi-annual lobbying activity to CELG (formerly JCOPE).

### **Communication**

- Draft monthly forum e-blasts and Chapter statements (announcements to the membership, etc.).
- Seek media opportunities (speaking and written) for the Chapter to promote health justice issues and promote single-payer education and principles.
- Implement and oversee digital organizing and communications.
- Oversee the expansion and improvement of the Chapter's social media presence.

### **Education and Outreach**

- Work with the Program Committee to identify topics and speakers for monthly forums and other events.
- Arrange speaking engagements for Chapter members.
- Encourage and support Chapter members in writing letters to the editor and corresponding with journalists.
- Oversee membership engagement in Chapter activities.
- Build partnerships with other organizations dedicated to healthcare reform and healthcare justice.

### **Fundraising**

- Take leadership role in planning and executing the yearly gala and annual fund appeals.
- Actively seek additional funding opportunities and grants.
- Develop and manage major donor relationships.

### **Financial**

- In conjunction with the Board Treasurer, produce and oversee the annual budget, cash projections and other financial materials.
- Ensure the accuracy and timeliness of Chapter financial data.

### **Additional**

- Applicants of all backgrounds encouraged to apply.
- Experience in the social justice movement desirable.
- Experience with New York State electoral politics or political campaigns desirable.
- An MPH / Master's degree in Public Policy or similar field a plus.