

SINGLE PAYER CAN HAPPEN



PHYSICIANS FOR A NATIONAL HEALTH PROGRAM

www.pnhpcalifornia.org

The California Chapter of Physicians for a National Health Program (PNHP) Seeks an Executive Director

PNHP's California chapter (PNHP-CA), a not-for-profit organization of physicians and other health professionals advocating for single payer health care reform at the state and national levels, is recruiting an Executive Director. We are striving to transform PNHP-CA into a more effective outcome driven organization of activists focused on collaboration with health policy makers in three areas: Education (professional and public), Advocacy (legislators and the media) and Growth (physician members). A strong candidate will have demonstrated proficiency in directing the activities of a not-for-profit organization working toward progressive social change. Familiarity with grassroots organizing and legislative advocacy is required, and an interest in health care policy is essential.

Background:

PNHP (www.pnhp.org) is the only national physician organization in the US dedicated exclusively to implementing a single-payer national health program. The headquarters is in Chicago with 18,000 members nationwide.

PNHP-CA, also called California Physicians Alliance, is the largest chapter of PNHP, having 3,000 members, and for 20 years has represented the views of progressive physicians on health care reform. We have contributed to the design of single payer ballot initiatives and legislation; conducted policy research; educated widely in the medical community and publicly; and in recent years developed a strong presence in the health profession student community. We are currently focused on efforts to pass the California Universal Healthcare Act (SB 810), and also work on health reform at the national level. We work closely in coalition with like-minded organizations and policy leaders, with most activity conducted by volunteers. Our current annual budget is \$120,000.

PNHP-CA is in the process of an organizational transformation. Current initiatives include:

- 1) hiring an executive director;
- 2) building regional chapters;
- 3) implementing a statewide district leader network;
- 4) improving member recruitment and retention;
- 5) redesigning our website, email communications, and networking tools; and
- 6) organizing conferences to foster member activism.

Salary:

\$60,000 (negotiable) plus significant salary supplementation based on fundraising success; benefits include paid vacation, holidays, and a health insurance contribution.

Responsibilities:**Management:**

- Refine and implement our strategic plan in collaboration with the Board, Executive Committee, and PNHP's national Board and Executive Director
- Manage day-to-day operations and financial management
- Manage committees and staff
- Develop and implement a plan for improving the function of the Board of Directors
- Motivate and mentor volunteers, Board members, and staff
- Design and implement a fundraising program and collaborate on grant applications
- Work with the Board and Executive Committee to lead the organization and develop its organizational culture
- Chair meetings as needed

Organizing:

- Guide and support our members in grassroots organizing
- Develop and implement the district leader network
- Help build and support regional chapters
- Communicate and coordinate with other organizations working for single payer reform
- Facilitate speaking opportunities for members with medical and community audiences; reorganize a speakers bureau
- Organize travel for speaking and other engagements
- Organize and participate in media coverage of single payer health reform; organize members to develop stronger advocacy through the media
- Develop and implement a strategy to increase our membership
- Attend state and national meetings, network with existing and potential members, and follow up on contacts

Communications:

- Write and distribute press releases to national, state, and local media
- Cultivate media interest in health care reform
- Maintain a database of press contacts
- Respond to press inquiries; coordinate interviews with our spokespersons
- Communicate our policies and positions in the public arena
- Respond to member inquiries
- Facilitate communication between chapters and the PNHP national office
- Design and lay out newsletters, brochures, web pages, and other communications

Office tasks -- to conduct or supervise:

- Manage email and telephone
- Make bank deposits, pay bills
- Bookkeeping and financial reports (QuickBooks)
- Maintain computer and paper files
- Assist at events during or outside business hours when requested
- Keep calendar of tasks and activities
- Prepare and send membership and donation acknowledgements
- Prepare and send bulk mail and email
- Arrange committee meetings and conference calls, take notes and prepare minutes
- Maintain the website in conjunction with the webmaster

Qualifications:

A strong candidate will have three or more years of experience, including the major areas of responsibility described above, in a small not-for-profit organization that has a mission of progressive social change and relies on member volunteers. Familiarity with health care financing and reform, grassroots organizing, and legislative advocacy is desirable.

To Apply:

Please send the following by March 26, 2010 to the PNHP-CA Executive Director Search Committee, c/o Henry L. Abrons, MD, MPH (habrons@gmail.com):

1. Resume
2. Cover letter explaining why the applicant believes she/he would be an excellent Executive Director for PNHP-CA and how she/he could contribute to our organization.
3. Three recent references

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