



National Council on Interpreting in Health Care

Call for Executive Director

The National Council on Interpreting in Health Care (NCIHC), a non-profit organization, seeks a dynamic Executive Director to lead the organization and implement a strategic plan that advances the NCIHC as the expert national resource for promoting quality interpreting as an essential tool for insuring healthcare access.

The NCIHC has an impressive portfolio of accomplishments built on the strength and commitment of hundreds of volunteers over the last decade. The organization is now poised to provide the extensive volunteer network and membership base with the added value of a professional Executive Director to provide the administrative and management supports necessary to capitalize on broad based awareness of the need for quality healthcare interpretation in the United States. The position calls for a creative leader with outstanding strategic management and communications skills, as well as political savvy and a bold leadership spirit.

Applicants will first be interviewed by phone by the search committee made up of members of the Board of Directors. Successful applicants will be invited to meet with the Board of Directors.

Background

The NCIHC is a multidisciplinary organization based in the United States whose mission is to promote culturally competent professional health care interpreting as a means to support equal access to health care for individuals with limited English proficiency.

The work of the NCIHC occurs through a dedicated committee structure:

The **Membership Committee** develops within the Council a multidisciplinary membership that is geographically, ethnically, professionally and socially diverse.

The **Organizational Development Committee** establishes policies and procedures for the NCIHC.

The **Policy and Research Committee** tracks and responds to policy initiatives affecting interpreters and/or limited-English speaking individuals while promoting dialogue regarding research related to language barriers and health care.

The **Standards, Training and Certification Committee** works to develop consensus and share expertise around all aspects of interpreter practice, training and certification.

The **Outreach Committee** manages the NCIHC web site, facilitates open calls on timely topics in the industry and ensures a presence for the NCIHC at conferences and in the field at large.

The **Finance Committee** of the NCIHC is responsible for consulting with the Treasurer on the annual budget process of the corporation; for reviewing and making recommendations on the annual budget submitted by the Treasurer and for developing and recommending long range financial objectives for

the Council. The Financial Committee will be working with all other NCIHC Committees in carrying out its role of fiscal oversight and planning.

The **Advisory Group** works to link the Council to working interpreters and other experts in related fields.

The NCIHC is governed by a 16-member Board made up of two Co-chairs, a Secretary, a Treasurer, and the two Co-chairs of each of the other six committees. Board members serve two-year terms and are elected by the NCIHC membership. Half the board is elected in any given year.

The NCIHC web site is: www.ncihc.org

Position Overview

The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director will serve primarily in the capacity of administration and program development as follows:

Specific Responsibilities

- Assure that the organization achieves its mission through timely implementation of its strategic plan;
- Provide leadership in working with Board and Committee members to publicize the activities, programs and goals of the organization;
- Promote active and broad participation by volunteers in all areas of the organization's work;
- Maintain official records and documents, and ensure compliance with federal, state and local regulations;
- Keep the Board fully informed on the condition of the organization and all important factors influencing it;
- Participate in Board calls and prepare agenda in conjunction with board co chairs or members of the Executive Committee;
- Establish sound working relationships and cooperative arrangements with organizations that have a similar mission or request expertise within the purview of the work of the Council;
- Represent the programs and point of view of the organization to agencies, organizations, members and the general public;

- Maintain a climate that attracts, keeps, and motivates a diverse membership;
- Work with the Finance Committee, and the Board in preparing budgets; see that the organization operates within budget guidelines; be responsible for developing and maintaining sound financial practices; ensure that adequate funds are available to permit the organization to carry out its work;
- Conduct official correspondence of the organization working with the Co-Chairs and the Board of Directors, and execute legal documents jointly with designated officers;
- Ensure that programs are strategic, effective, and well coordinated internally and with allied groups and coalitions;
- Oversee all communications including website content, quarterly newsletter, press releases, and publications. Provide strategic input in preparing membership communications, Board and member meetings, annual reports, promotional brochures, and other marketing materials. Be the first point of contact for new membership inquiries and general questions;
- Maintain a working knowledge of significant developments and trends in the field;
- Prepare monthly report for dissemination to the Board as well as a Yearly Annual Report.

Qualifications

The NCIHC requires a professional with experience in the healthcare sector. The candidate should be experienced in supervising and managing volunteer committees, juggling multiple tasks and deadlines in a fast-paced work environment. Candidates should possess the strategic and political knowledge to strengthen and advance the organization. The organization seeks a strong executive with a collaborative leadership style and with diverse nonprofit skills, a demonstrated record of successful management and experience, high energy, tight efficiency, excellent oral and writing skills, entrepreneurial drive, and a dynamic commitment to the NCIHC mission. The candidate should have the ability to think and act strategically, tactically and creatively within budget limits. Availability to travel, as needed, to attend conferences and meetings is required.

In addition, the preferred candidate:

- Shall possess strong grant writing skills and a proven track record in development;
- Shall possess a strong knowledge of healthcare interpreting, either as an interpreter, coordinator of interpreter services, or through other related direct experience.

Salary and Benefits

This is a 12- month contract position, renewable annually. Contract terms will be commensurate with qualifications and experience. Because of the contractual relationship of this position, no benefits are provided. Candidate is expected to provide computer and internet access. The position requires a minimum of 25-30 hours per week. Competitive salary based on candidate's experience.

To Apply

Please send resume with a cover letter and three references via email to the attention of

Joy Connell, NCIHC Board Co-Chair at: jconnell@ncihc.org