



The Missouri Action Coalition is seeking a qualified individual to work full-time as the Missouri Action Coalition Director.

The job description is listed below.

Interested candidates should provide a cover letter and resume/CV to Missouri Action Coalition, C/O MONA, P.O. Box 105228, Jefferson City, MO 65110, Fax: 573-636-9576, or Email: info@moactioncoalition.org. Applications will be accepted until February 4, 2013, or until the position is filled.

Missouri Action Coalition Director

This individual reports to the Executive Committee of the Missouri Action Coalition and is responsible for providing administrative direction to the Center for Advancing Health to implement recommendations of the Institute of Medicine (IOM) Report on *The Future of Nursing*. The duties include but are not limited to as outlined below.

Job Description:

The Director is responsible to the executive committee of the Missouri Action Coalition (MOAC) and is employed to facilitate the work of the Missouri Action Coalition (MOAC) and work closely with the Missouri Center for Advancing Health (the Center).

1. Develop and maintain a communication strategy to include:
 - a. Dissemination of *Campaign for Action* and MOAC materials as necessary and relevant.
 - b. Regular updates to health care facilities and organizations regarding activities of the MOAC in the form of RSS feeds, newsletters, monthly electronic updates, etc.
 - c. Participation in all *Campaign for Action* phone calls, webinars, and conferences to the extent possible. Receive agendas and minutes from meeting and conference calls from the co-leads and make accessible on the website.
 - d. Coordination with the Missouri Nurses Association (MONA) to develop all marketing materials and informative messaging for the MOAC
 - e. Assist in the development of a MOAC website and ensure that all materials, events, information, and contacts are up-to-date and accurate
 - f. Lead statewide event planning efforts and assist in regional event planning efforts to present the work of the MOAC

Performance Deliverables: Will develop a comprehensive communication strategy within first month of hire. Will develop and maintain methods of communication between executive committee and strategic advisory team. Will maintain and update the MOAC website. Will provide executive committee and strategic planning committee with ongoing communication regarding the national *Campaign for Action*.

2. Prepare reports and presentations for marketing to the public at gatherings, professional meetings, and when other opportunities arise.
 - a. Provide quarterly reports to the Executive Committee on the MOAC budget and progress of action plan, including progress toward meeting deliverables
 - b. Prepare required reports and information for RWJF/AARP as needed.
 - c. Develop a strategy for assessing, monitoring, and evaluating progress made throughout the state in an effort to track progress of meeting the IOM report recommendations.
 - d. Prepare talking points for, potential speakers in the event of a public appearance to discuss the MOAC.
 - e. Report out activities to the executive committee at standing meetings.

Performance Deliverable: Will provide a presentation suitable for marketing MOAC at professional meetings, public gatherings, and media opportunities that are accurate, reliable, and consistent regarding the work of MOAC.

3. As needed, coordinate with MOAC executive committee members to meet with legislative and regulatory bodies regarding political and governmental issues relating to and affecting the MOAC and our strategy for meeting our *Campaign for Action* goals and deliverables.
4. Support executive committee and strategic advisory team meetings, functions, and communications, and make suggestions as to potential opportunities to further the interests and mission of the MOAC.
5. Responsible for convening and facilitating the monthly Executive Committee Meetings and quarterly Strategic Advisory Team meetings.
6. Travel as needed to attend meetings and events and to speak on behalf of the co-leads or the executive committee regarding the activities of the MOAC.
7. Participate annually in a comprehensive performance evaluation conducted by the MOAC co-leads and developed with input from Action Coalition funders and stakeholders.
8. Seek additional funding for the Coalition in partnership with the Executive Committee and larger stakeholder community.
9. In collaboration with the respective TEAM co-leads, lead the initiatives of the RWJF/AARP State Implementation Grant (SIP) in working closely with the Center for Advancing Health.
 - a. Work with MNF to change bylaws and appoint Advisory Board
 - b. Develop and design leadership academy (LEADERSHIP TEAM)
 - c. Design and deliver Nurses On Boards Webinars (LEADERSHIP TEAM)
 - d. Develop nurse residency model (LEADERSHIP TEAM)
 - e. Develop speakers bureau (LEADERSHIP TEAM)
 - f. Create plan for development and sustainability
 - g. Develop Missouri Articulation agreement (EDUCATION TEAM)
 - h. Include consumer information, input and initiatives in MOAC programming
 - i. Design and implement a diversity plan with metrics (PRACTICE TEAM)

(see Missouri SIP template and pp. 10 and 11 of SIP grant for specific benchmarks)
10. In collaboration with the respective TEAM co-leads, lead the initiatives noted in the 2012-14 MOAC Strategic Plan:
 - a. Develop and Implement strategies to increase diversity (PRACTICE TEAM)
 - b. Develop and provide a new graduate symposium in 2013 (PRACTICE TEAM)
 - c. Strategically work with MHA/Hospitals to build capacity
 - d. Develop strategies and benchmarks to increase non-nurse support
 - e. Develop leadership curriculum in MO RN programs (EDUCATION TEAM)
 - f. Hold five interprofessional collaboration forums in 2013 (ADVANCE PRACTICE)
 - g. Develop strategies to foster physician/nurse communication (ADVANCE PRACTICE)
 - h. Communicate benefits of Barrier Free Care for all Missourians (ADVANCE PRACTICE)
11. This job description may be revisited for expectations to be clearly defined given the changing roles as the Center /Coalition continues to grow.

Qualifications:

- Masters' degree or relevant experience in nursing or related field such as administration, marketing, or policy/planning; or bachelor's degree and 5 years of appropriate experience could be substituted for advanced degree.
- Can articulate a vision for state-wide coalition work
- Proven ability to work independently
- Public relations or marketing skills
- Excellent organizational skills
- Excellent interpersonal and communication skills
- Highly proficient with Microsoft Office and general computer skills

Background/Structural Information:

Missouri Action Coalition Structure

The Missouri Action Coalition (MO-AC) currently includes a diverse group of over 250 nurses and other health care leaders who are engaged in creating the blue print for the implementation of the IOM Recommendations.

Executive Committee: The 10 member MO-AC Executive Committee is responsible for the overall implementation of the recommendations in Missouri and provides strategic and policy oversight and leadership for the Action Coalition and the Missouri Campaign for the Future of Nursing.

Strategic Advisory Team: The MO-AC Strategic Advisory Team is comprised of approximately 30 representatives from key stakeholder groups and the Team Co-leads. The Strategic Advisory Team provides input for implementation design, contributes to dissemination of the action plan, and supports the strategies for completion of the action plan.

Action Teams: The MO-AC has established four different teams, each focusing on the core areas of the IOM report. Each team is guided by two co-leads and is responsible for developing an overall set of goals and outcomes by creating actions steps to implement the recommendations.

Co-Leads (Nurse & Non-Nurse):

Duties shall include:

1. Serve as Co-Chair to their respective team
2. Provide strategic oversight in partnership with the Executive Committee
3. Ensure that the work of the Coalition is integrated with statewide activities underway that are defining Missouri's approach to health care reform
4. Seek additional funding for the Coalition in partnership with the Executive Committee and larger stakeholder community.
5. Identify and engage additional stakeholders.