

NHA Executive Coordinator position

About the Position: The Executive Coordinator reports directly to the Nevada Hospital Association (NHA) President and Chief Executive Officer acting as the President/CEO's primary coordinator and liaison for external relations. The Executive Coordinator assumes responsibility for filtering projects; responds to requests; and collaborates on Communications, Business Development and Public Relations activities and initiatives. The Executive Coordinator manages the President/CEO calendar and activities to ensure maximum efficiency and value. This position will be based in Reno, NV.

Primary Responsibilities:

- Responsible for day-to-day management of the President/CEO's calendar and activities to ensure high value time utilization of the President/CEO in relationship to external and internal requirements. Brief/update the President/CEO on upcoming meetings and ongoing obligations.
- Responsible for the timely preparation and presentation of materials for key external and internal meetings involving the President/CEO.
- Drafts documents or conducts research to further the President/CEO's work in program and or development.
- Reviews President/CEO's email communications and assists in providing timely responses to inquiries sent to the President/CEO.
- Works with Communications and/or Program teams to prepare President/CEO for external meetings, presentations and events, and ensures timely follow up of all action items.
- Organizes President/CEO travel arrangements and prepare expense reports.
- Prepares briefing memos and relevant updates for President/CEO on outstanding projects, identifies issues, develops contingencies and suggests remedies.
- Assists with or manages special projects which may include PR, securing high profile speaking engagements, annual reports, or specific organizational development initiatives.
- Acts as President/CEO liaison to the Board of Directors, attends Board meetings, takes minutes, prepares various materials for President/CEO's Board reports; works with the President/CEO and senior management team to prepare materials for the quarterly board meetings, and assists in ongoing communications and activities with the Board of Directors.
- Collaborates with President/CEO to foster a success-oriented, positive, high integrity organizational culture.
- Performs other duties as assigned.

Our ideal candidate has the following qualifications:

- Bachelor's degree preferred and five or more years of administrative experience, preferably at the executive level. Nonprofit experience preferred. Advanced knowledge of Microsoft Office Suite and Adobe Products required. Knowledge of hospital organization operations and functions is helpful.
- Technical know-how of how to update a webpage through WordPress required, basic HTML knowledge a plus.
- Experience updating content on social media platforms including LinkedIn and Twitter.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail; Strong verbal and written communication skills; ability to effectively present and execute on innovative ideas. Ability to write reports and business correspondence. Outstanding grammar and proofreading skills.
- Ability to effectively present information and respond to high level inquiries from clients, donors, partners, Board Directors and NHA members. Experience interacting with a Board of Directors strongly preferred
- Experience coordinating events and interface with high-level donors a plus
- Strong sense of accountability, integrity and ability to handle highly visible responsibilities.
- A commitment to the vision and mission of the Nevada Hospital Association
- Excellent analytical skills; ability to quickly aggregate and analyze information.
- Ability to take initiative, act independently and directs one's own work.
- Ability to work collaboratively and build effective relationships with key stakeholders, NHA staff, Board of Directors and NHA members.
- Able to handle stressful situations with measured calmness and decisiveness.

Job Type: Full-time

To apply, please send a cover letter and resume to support@nvha.net.