

The Immunization Partnership

Executive Director

Sorrell is pleased to partner with The Immunization Partnership in its search for a new Executive Director. The Immunization Partnership (“TIP”) is a 501(c)(3) nonprofit organization committed to the vision of creating a community free from vaccine-preventable diseases. Its mission is to eradicate vaccine-preventable diseases by educating the community, advocating for evidence-based public policy, and supporting immunization best practices. While its headquarters are in the Greater Houston area, TIP interacts with communities across Texas to raise awareness, spread knowledge, and promote legislative change about the importance of immunizations.

TIP takes pride in its diverse alliances with 85+ organizations and companies focused on helping it eradicate vaccine-preventable diseases statewide. The organization owes much of its impact to these strong partnerships, which include community organizations, coalitions, schools, associations, foundations, government entities, hospitals, corporations, and insurance providers.

During the COVID-19 pandemic, TIP has been working to meet the needs of front-line public health responders, health care professionals, and the public. The TIP team, along with its Pandemic Vaccine Task Force and Health Equity Council, are providing valuable feedback and recommendations to local, state, and federal partners to improve distribution, allocation, and access to COVID-19 vaccines.

For more information, please visit <https://www.immunizeusa.org/>.

Position Overview

The Executive Director of The Immunization Partnership is a visionary leader responsible for the management of the organization and the leadership of the staff in pursuit of the organization’s mission. This impactful leadership position is responsible for overseeing the administration, programs, fundraising, and strategic plans of the organization. The Executive Director reports to the Board of Directors. Direct reports to this position include Chief Operating Officer, Chief Development Officer and Communication Specialist. The organization also includes a number of program and advocacy staff who report directly to the COO and a Development Assistant who reports directly to the CDO.

Key Position Responsibilities

Leadership

- Oversee the day-to-day operations of the organization and ensure its overall successful long-term operations
- Ensure the delivery of high-quality services while managing for current and future growth
- Clearly articulate and champion the mission and vision to all stakeholders
- Motivate staff, oversee finances, and work to create the most impact possible on behalf of the mission of the organization
- Recruit, train, empower, manage, and evaluate Staff and Board
- Promote a culture of high performance and continuous improvement that values ethics, transparency, collaboration, teamwork, inclusion, delegation, and evaluation among staff and volunteers

Strategic and Tactical Planning

- Assume the initiative, in partnership with the Board of Directors, to define the organization’s long-term goals and strategic focus, establishing a strategic plan for successful execution
- Present strategic options and plans for organization impact and gain Board approval as

needed to carry out the work of the mission of the organization

- Ensure that the overarching strategy for TIP is cascaded throughout the organization and that individual and team goals, plans and metrics are in alignment
- Communicate progress towards strategic vision to Board, Staff, and key stakeholders

Relationships

- Be an articulate and effective advocate and spokesperson for TIP
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals
- Cultivate strong relationships with Staff, funders, government, partners and the media
- Leverage relationships with the Board, funders, partners and government to accomplish mutually-agreed-upon goals
- Act as primary point of contact and liaison with the Board, regularly informing the Board of significant matters
- Ensure that Board Governance, Fiduciary, and Policy matters are implemented throughout TIP
- Pro-actively network with relevant external stakeholders to foster new relationships and build upon existing ones

Fundraising

- Work closely with the Chief Development Officer to develop and implement fundraising strategies and systems that meet TIP's financial and operational goals
- Develop, cultivate, and steward successful relationships with funders including government agencies, corporations, foundations, and individuals in support of philanthropic goals
- Participate directly in fundraising activities, including identifying and meeting with donors and prospective donors to generate support
- Monitor and regularly report on fundraising accomplishments and future action plans
- Provide direction and support Board Member involvement in fund development activities, including identification and solicitation of donors and involvement in special events
- Use external presence and relationships to garner new opportunities
- Frequently serve as TIP's primary ambassador and spokesperson, actively promoting TIP and representing it in a positive and professional manner

Communications

- Be a prominent and proactive advocate and spokesperson for TIP, communicating a compelling and inspiring vision that enables others to see where TIP is going and how it will get there
- Leverage Staff and Board subject matter expertise, when needed, to ensure current and potential stakeholders receive the most accurate information TIP is communicating publicly
- Raise the public profile and enhance the brand of TIP
- Determine appropriate messaging for diverse audiences while assuring internal and external consistency
- Cultivate strong media relationships; act as the "face" of TIP and/or designate others to act in that role when appropriate
- Represent the organization and serve as chief spokesperson publicly at events, conferences, and partnership meetings

- Manage all aspects of the organization's marketing and public relations

Advocacy and Public Policy

- Act as the thought-leader for advocacy issues that impact immunization rates in Texas
- Organize and collaborate with subject matter experts to gather input for incorporation into public policy
- Build effective coalitions in support of public policy goals to improve immunization rates in Texas
- Provide expert testimony and act as the primary voice of TIP to the Texas Legislature and agencies; build strong relationships with legislators and key staff to accomplish legislative goals

Program Management

- Strengthen and evolve TIP programs to assure they are relevant and accomplish their objectives
- Work with TIP's department leaders to develop and implement annual operating plans and corresponding budgets to achieve goals
- Assure that the organization makes consistent and timely progress in achieving its mission and target programmatic impact
- Be responsible for development and maintenance of systems for ensuring effective program administration

Fiscal Control and Management

- Oversee the financial status of the organization including developing long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place
- Set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program, staff, and mission
- Prepare, present, and receive Board approval for annual budget
- Ensure adequate financial practices are identified, communicated, and monitored within TIP
- Ensure adherence to appropriate internal controls, fiscal policies, and accounting practices
- Secure annual fiscal audit or review and assure presentation of results and management letter to Board and appropriate stakeholders

Educational Qualifications

- Bachelor's degree
- Master's degree preferred in a related field such as business, public health, public policy, socialwork, law, etc.

Essential Skills and Experience

- Enthusiasm for and commitment to TIP's mission
- A minimum of 10 years of relevant work experience with progressively increasing responsibilities and at least 6 years of experience leading and managing a professional staff
- Progressive leadership experience in a nonprofit organization preferred
- Strong executive presence that demonstrates skill and authenticity, thereby instilling confidence and trust in corporate, foundation, governmental, other nonprofit representatives, and the internal team
- Strong business acumen with ability to understand budgeting, finance/accounting,

and forecasting at the executive level

- A solid understanding of how to work with a Board of Directors, including utilizing the Board expertise and knowledge to further the mission of TIP
- Strong leadership skills including a focus on teamwork, results orientation, a spirit of service, and a commitment to continuous improvement for organization and its employees
- Proven experience working collaboratively with all levels of staff, with a demonstrated ability to establish trust and leading through others
- Demonstrated ability to work effectively in a non-standard, evolving environment including implementing new programs, analyzing, and solving problems, and dealing effectively with complex and/or sensitive situations
- Organized and able to prioritize and manage multiple activities in a timely manner and with a high degree of accuracy
- Strategic thinker with strong problem solving and analytical skills
- Excellent and effective communication skills (verbal, written and interpersonal) – ability to clearly deliver complex messages to diverse audiences including employees, external partners, funders, the broader community
- Ability to work effectively on short notice and off hours
- Ability to handle confidential information with great sensitivity
- Strong computer skills (Microsoft Office Suite or equivalent) and ability to learn new applications

Essential Personality Traits and Characteristics

- Visionary and Inspirational Leadership
- Strong Interpersonal Skills
- Good Judgment
- Impeccable Character and Integrity
- Results Oriented
- Intelligent and Wise
- Transparent
- Emotionally Well-Grounded
- Dedicated to Mission
- Lifelong Learner

Compensation

Compensation is competitive and commensurate with experience. Benefits and ongoing training and development are included.

Application and Referral Process

Applicant review is currently underway and will continue until the candidate has been selected. To nominate or be considered for this position, please contact Laura Sorrell at laura@sorrellco.com and 713.854.5351, or Priscilla Plumb at priscilla@sorrellco.com and 281.224.0881. All inquiries will be held in confidence.

About Sorrell

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire and retain talent that impacts the future of the organization. For more information, call 713.840.1870.