

**Healthcare for All MN
Director of Operations
Job Posting**

The Director of Operations oversees all internal and external operations for Healthcare for All MN, herein referred to as HCA-MN. Under the direction of the HCA-MN Board of Directors, the Director of Operations primary focus will be to advance the organization's objective of establishing a state-based, universal, single-payer health plan for Minnesota while actively supporting national Medicare for All. The primary responsibilities for this position are as noted, however, other duties may arise as the organization continues to grow and evolve.

Duties and Responsibilities

Volunteer Management

- Serve as a resource for volunteers providing them guidance and support to ensure they have a positive experience.
- For large events (e.g. MN State Fair & TC Pride), schedule and remind volunteers about their shifts and ensure access to training and resources.
- Help conduct volunteer trainings.

Fundraising

- Help plan yearly fundraising strategy.
- Plan and execute "Give to the Max".
- Help plan and execute yearly fundraising event(s).

Committee Work

- Assist committees in communication with each other & HCA-MN membership.
- Attend meetings of committees as needed.
- Help direct committees as needed.
- Work with committee chair and board liaisons to ensure committee is fulfilling mission and supportive needs are met.

Administrative Tasks:

- Work closely with the Board and Secretary/Treasurer to ensure compliance with relevant laws and regulations based on HCA-MN's C3 and C4 tax status.
- Support virtual meetings and webinars (Zoom) for educational events and member communication – schedule, post and promote, handle registrations, coordinate panelists with webinar planner, follow-up after events, host/co-host events.
- Monitor the general inbox emails in a timely manner.
- Update website and calendar.
- Maintain membership database.
- Schedule meetings and send calendar invites to participants.
- Troubleshoot technical issues.

Social Media/Communications

- Send out emails, including “calls to action”, newsletters, educational opportunities, fundraising asks, etc.
- Work with the Social Media Specialist on social media direction and posts.
- Oversee YouTube uploads & management.
- Work with newsletter committee on designing monthly (periodic) newsletter.
- Create and send out press releases as needed.

Requirements:

- Previous experience working in the non-profit field is a plus.
- Demonstrated ability to work independently.
- Detail oriented and possessing organizational and time management skills.
- Ability to work flexible hours.
- Excellent communication skills, both written and verbal.
- Work respectfully and collaboratively with a wide range of volunteers.
- Experience with database platforms.
- High school diploma or equivalent.

Compensation/Benefits/Working Conditions:

This is a part-time position of twenty (20) hour per week. Salary is \$25.00 per hour.

Please submit cover letter and resume to info@hca-mn.org.

The deadline for applications to be accepted is February 27, 2024.

Healthcare for All MN is an Equal Opportunity Employer. It is the policy of the Healthcare for All MN to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Decisions related to hiring, compensation, training, evaluating performance, or termination are made fairly, and we provide equal employment opportunities to all qualified candidates and employees. We welcome all applications from a wide range of candidates and selection for roles will be based on individual merit alone.