



# RESPIRATORY HEALTH ASSOCIATION®

**Overview:** Respiratory Health Association (RHA) is seeking a Director of Operations and Talent. The Director of Operations and Talent will play an important role in managing the Association's ongoing operations and work strategically with the President and Chief Executive Officer and RHA senior staff to fulfill the Association's vision of healthy lungs and clean air for all. This is a hands-on position in which the successful candidate will both execute his/her own operations responsibilities and collaborate with other members of senior management on organization-wide activities.

**Reports To:** President and Chief Executive Officer

**Status:** Full-time; Exempt

## Key Responsibilities:

- Oversee daily operations of the Association (including Office Administration, Information Technology, Facilities Management, Finance, Human Resources, Payroll);
- Work with department leaders to hire qualified employees and develop talent;
- Collaborate with the Chief Executive Officer on issues of organizational management and strategic planning;
- Identify best practices and improve internal standard operating procedures;
- Supervise staff and consultants;
- Manage budgets;
- Manage procurement and resource allocations;
- Develop and manage relationships with partners/vendors; and
- Other duties as assigned

## Qualifications:

- Minimum of 7 years of relevant work experience required
- MHA, MBA or other advanced degree preferred
- Understanding of business functions such as HR, Technology, Finance, etc.
- Proven track record in project management
- Success in roles requiring execution of multiple tasks amidst multiple priorities
- Exceptional writing, communication and interpersonal skills
- Outstanding work ethic, including ability to take direction, but also to take initiative and solve problems creatively

**Please note:** Respiratory Health Association's mission is to prevent lung disease, promote clean air and help people live better through education, research, and policy change. The Association is fully committed to equal opportunity in employment in accordance with all applicable laws and regulations. The Association is an Equal Opportunity and Affirmative Action employer. The Association does not hire persons who smoke, and forbids smoking in the workplace.

**To apply:** Email resume, cover letter with salary requirements, and three writing samples to: [operations@resphealth.org](mailto:operations@resphealth.org). Please include the job title and your name in the subject line. Incomplete applications will not be considered.