

SPREAD THE NEWS!

PHI Executive Director Position Open. Joan Headley is retiring.

Joan L. Headley has announced her retirement, effective September 1, 2017. She began her work with organization in 1987 and has been Executive Director of Post-Polio Health International for 28 years. "Joan Headley has been in a real way the heart of PHI for nearly three decades," PHI's Board of Directors said. "She will be greatly missed."

The Board also reaffirmed "our mission of providing accurate and reliable information regarding post-polio syndrome and home mechanical ventilation through Polio Place (polioplacement.org and ventnews.org) and through direct contact with our staff in St. Louis."

A search has begun to hire an executive director to replace Joan and to maintain PHI's operations.

Deadline: July 17, 2017

POSITION OPEN

The mission of Post-Polio Health International, including International Ventilator Users Network, is to enhance the lives and independence of polio survivors and home mechanical ventilator users through education, advocacy, research and networking.

The executive director will oversee the mission, vision, daily operations and fund raising for PHI and IVUN. The executive director will be responsible for ensuring the continuation of PHI/IVUN's primary mission, fostering the development and expansion of its services and directing the fulfillment of the organization's daily services and activities, and collaborating with the Board of Directors managing the organization's legacy and transferring of PHI/IVUN's knowledge and any assets when PHI's services are no longer viable or needed in the United States.

Other responsibilities and duties include:

- Working with the board of directors to develop/implement strategic plans
- Overseeing the planning, implementation, and delivery of the organizations' programs and services
- Overseeing the implementation of policies and procedures
- Supervising a maximum of two employees and supervising volunteers
- Interacting with other organizations
- Developing a budget and monitoring budgetary items
- Serving as a spokesperson for the organization regionally, nationally, and internationally

Requirements: A minimum of a bachelor's degree in the areas of education, non-profit management, or a medically related field such as rehabilitative therapies, nursing, etc. as well as at least two years' experience in an executive/administrative position. Candidate must be self-sufficient using common computer programs and possess strong written and speaking communication skills.

Desirable: master's degree but work experience could be considered in lieu of formal master's degree, prior work experience with non-profit organizations, prior work experience with persons with physical disabilities, prior travel or work experience outside the United States, work involvement in activities with an international focus, ability to communicate in a foreign language(s).

Search will commence immediately with start date no later than 09/01/17.

Competitive salary and benefits including health insurance and vacation.

Application Information

Submit cover letter, list of three references, and résumé to:

director@post-polio.org

or

Search Committee
PHI, 4207 Lindell Blvd., #110
St. Louis, MO 63108-2930

Post-Polio Health International provides equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, gender, age, national origin, military or veteran status, sexual orientation, genetic information, physical or mental disability, or any other protected class, in accordance with applicable federal, state, or local laws, as well as rules and regulations applicable to federally sponsored programs.

William Stothers
Chair, Board of Directors