

POSITION TITLE: **Executive Director**

REPORTS TO: President of the Board of Governors

SUBORDINATE

POSITIONS: Finance Director, HR Director, Clinic Directors, Medical Director, Dental Director, HAP Director

**POSITION SUMMARY:**

The Executive Director provides overall leadership of CHC operations via planning, directing, monitoring, reporting, and coordinating activities to ensure that CHC meets the needs of our patients and fulfills our mission in a financially-viable manner. The Executive Director reports to CHC's Board of Governors and fosters productive working relationships among staff, consumers, and governmental and community organizations in accomplishing our mission. The Executive Director has authority to hire, fire or to make recommendations/decisions that carry particular weight. The Executive Director exercises discretion and independent judgment in substantial or important matters.

**ESSENTIAL FUNCTIONS:**

1. Directs the development of CHC through forecasting and analysis and strategic planning activities. Establishes short and long-range goals and objectives to further the mission of CHC.
2. Develops, implements, monitors and reports indicators of performance in all aspects of operations, including financial performance, clinical outcomes, customer service, quality assurance, utilization review standards, federal/state regulations, etc. Implements operational changes as needed.

3. Assesses customer and community needs and develops, implements and markets programs and services to respond to these needs. Identifies potential funding sources, develops grant applications and other proposals, and initiates and evaluates fundraising strategies. Negotiates contractual arrangements with other service providers and organizations as necessary.
  
4. Ensures compliance with policies and objectives set by the Board of Governors. Reports outcomes and performance regularly. Provides information, advice and/or assistance to the Board of Governors as required to discharge their responsibilities. Serves as the key link between the Board and CHC.
  
5. Oversees daily operations, including:
  - A. Directing financial planning, forecasting and preparation of budgets, analyzing financial performance, and ensuring compliance with financial standards, practices and regulations.
  
  - B. Performing all aspects of human resource management including staffing analysis, recruiting, compensating, developing, evaluating, retaining, disciplining staff and maintaining positive employee/provider relations and work environment.
  
  - C. Ensuring appropriate management and operational information systems and resources are developed, implemented and maintained.
  
  - D. Planning, allocating, organizing and maintaining facilities to meet patient needs.
  
  - E. Developing and monitoring operational policies and procedures.
  
6. Directs public relations activities involving customers, governmental organizations, third party payers, external health care providers/resources and the community. Serves as CHC's spokesperson to project a positive image of CHC and to facilitate provision of additional health care services to clients.

**QUALIFICATIONS:**

Master's degree in health care or business administration or equivalency and five years' progressively more responsible health care management/leadership experience required. Demonstrated success in leading functions such as finance, development/fundraising, marketing, human resources, etc. also required. Demonstrated excellent oral and written communication skills required.

Demonstrated understanding of the socio-economic and health care problems of low-income groups in a large, metropolitan area, and commitment to sensitively serving disadvantaged populations required.

Demonstrated expertise in local, state and national governmental health programs, as well as managed care environments and the accompanying relationships among primary, secondary and tertiary care providers (i.e., referral arrangements, contractual payment mechanisms) also required.

Demonstrated personal effectiveness skills and abilities such as planning and goal setting, time management, ability to meet deadlines, team building, proactive, etc.