

Position Description

Position: Executive Director

Overview: In concert with the Board of Directors, the Executive Director (ED) is responsible for the leadership of the organization. The ED will work with the Board of Directors to formulate and execute a strategic plan, maintain the agency's fiscal health and develop organizational policies. S/he will administer Board policies and provides effective guidance to staff. Additionally, s/he will implement the agency's goals and objectives by overseeing program development and implementation and using sound business principles and standards to manage the agency's assets. The ED is responsible for interacting with key stakeholders and obtaining funds to support NEWAHEC activities and programs.

Qualifications

1. Bachelor's degree in public health, health care, education, administration or related field. Master's degree preferred.
2. Minimum of five years of supervisory or program management experience in health education, community development, and/or healthcare workforce development.
3. Experience working in or with non-profit corporations.
4. Experience managing employees.
5. Financial experience including budget management, experience in grant writing and/or administering fundraising efforts.
6. Ability to communicate effectively.
7. Ability to form coalitions and work effectively across disciplines.
8. Knowledge of healthcare issues among culturally diverse, socio-economically disadvantaged populations.
9. Ability to use Microsoft Office software.

Responsibility/Duties

Board of Directors

1. Keeps Board informed of trends and issues affecting the agency; provides sufficient information to assist them in making sound decisions.
2. Assists with development and administration of the agency's strategic plan.
3. Makes recommendations to Board on policies and other matters requiring consideration and approval. Provides supporting information as necessary to enable the Board to properly evaluate recommendations.
4. Assures policies determined by the Board are executed in a timely manner.
5. Collaborates with the Board on maintaining Board functions, including the recruitment of new board members.
6. Serves as interface between Board and staff.
7. Regularly reports progress toward organization's objectives and financial status.
8. Serves in ex-officio capacity on all Board committees.
9. Liaison between Board and NEWAHEC's constituencies and networks.
10. Seeks prior approval from the Board for all new contracts/grants.

Human Resources

1. Hires, supervises, trains, evaluates, disciplines and, if necessary, dismisses staff, unpaid interns and contractors.
2. Provides all new staff with an orientation within the first week of employment, providing an opportunity for the staff to ask questions regarding policies and procedures and outlining a clear set of job duties.
3. Maintains a healthy organizational climate which attracts, maintains, and motivates a diverse staff of top quality people.
4. Collaborates with staff in planning and implementing professional development activities.
5. Manages staff according to approved personnel policies, conforming with all applicable laws and regulations.

Program Delivery

1. Oversees design, implementation and evaluation of programs based on current evidence, consistent with mission and strategic plan.
2. Develops and maintains partnerships and coalitions as appropriate to meet strategic goals.
3. Negotiates contracts and maintains compliance.
4. Maintains record of all contracts, assuring they are current and provide full description of purpose, responsibilities, and deliverables.

Financial

1. Oversees preparation of annual budget for review and approval by Board; ensures that fiscal records are properly maintained. Coordinates annual audit and reports financial issues to Board and others as required.
2. Manages agency budget.
3. Seeks additional financial resources beyond core AHEC funding to sustain the viability of the organization.
4. Serves as authorized representative of agency to execute contracts and other business transactions.
5. Ensures that all activities comply with local, state and federal regulations governing a 501(c)(3) organization.
6. Provides stewardship to safeguard all funds, assets and other property, consistent with agency policies.
7. Establishes formal contractual agreements that outlines the scope of work and fee structure for all external organizations and independent contractors.

Community Engagement

1. Serves as agency's representative to various healthcare constituencies, academic institutions, professional associations, state agencies.
2. Promotes the agency to all key stakeholders and policy makers.
3. Informs key stakeholders of AHEC's activities and programs.

Executive Director will assume other responsibilities as assigned by the Board or Executive Committee.



Physical and Environmental Conditions

1. Position requires frequent travel within the NEWAHEC region, as well as occasional travel throughout Wisconsin and out-of-state.
2. Non-traditional hours required to meet the organization's needs.
3. Sitting more than 50% of the time.
4. Valid driver's license; current automobile insurance.