

# *executive director position open at the chanda center for health*

Job Description: Executive Director

## **Position Overview**

The Center is seeking a non-profit executive with strengths in health and human services, health care delivery systems and population health to serve as our *Executive Director* supporting the Chanda Center for Health serving people with Spinal Cord Injuries, Brain Injuries, Cerebral Palsy, Multiple Sclerosis and Spina Bifida. The Director will ensure the Center strives to deliver on agency vision, and work true to its mission, while maintaining financial stability. The director will lead a team of holistic health care providers to realize the agency's goals and ensure participants receive the best care possible. The Director will set the tone for agency culture utilizing strong leadership and organizational skills to promote quality care and a positive work environment. The successful candidate will exhibit the following:

- *Culture Champion* – Commitment to the Center's mission and working with diverse partners.
- *Results Producer* – A results-focused orientation with a proven track record of exceeding goals.
- *Agility* – Ability to think strategically, foresee opportunities and challenges and adapt as needed.
- *Strong Communicator* – Excellent written and oral communication skills.
- *Organization* – Exceptional capacity to manage details, monitor progress and adjust accordingly.
- *Action Oriented* – Enjoys working hard, tackling challenges and is not afraid to take ownership of a situation.

**Supervision Received:** Executive Director is supervised by the Board of Directors.

## **General Requirements & Qualifications:**

The Center is seeking candidates who meet or exceed the following qualifications:

- Master's degree Healthcare Administration or equivalent experience
- Minimum of three years experience in non-profit and/or health care leadership
- Ability to communicate effectively with diverse audiences including community members, professional partners, funders, and government agencies
- Experience developing and providing strategic infrastructure
- High levels of organizational skills with a focus on detail and follow through
- Skills in identifying and using project management and systems tools to enhance agency functions and daily operations
- Passion for social justice and treating all with equal respect and dignity
- Competent with managing electronic medical records and Microsoft Suite

## **Key Responsibilities:**

- Ensure the highest quality of care for participants
- Work closely with the board of directors and the team to set vision and deliver on strategic plan
- Deliver strong leadership while creating a positive and productive workplace culture
- Develop and implement standards for operational excellence
- Recruit, hire and retain qualified staff
- Set budgets to maintain good financial status while assuring high-quality participant services
- Establish and implement clinical procedures and policies
- Safeguard required compliance with state, federal and CMS regulations as well as hospital policies

- Strengthen a network of partnerships with outside organizations, including the medical community, referring physicians, and the media to increase awareness, philanthropic support and referrals to the Center
- Expand revenue opportunities over time to promote financial stability while fostering expanded services

**POSITION AND DUTIES:**

- Manage and supervise the financial affairs of the Center, including collection of revenues, payment of obligations, investing of net revenues according to the Center's policies; draft a recommended annual budget; and
- To contribute to the Board's strategic direction of the Center and hold the staff accountable to the execution of the strategic plan. Develop and coordinate a multi-year strategic plan for the Center, including updating and implementation of such plan; and
- To hire, coach and develop staff so they deliver on their key accountabilities, with high levels of employee engagement. Hire, evaluate, and supervise all employees of the Center; determine wages, salaries, and benefits of all employees within the confines of the Center's salary and benefit policies and consistent with the budgets adopted by the Board of Directors; discharge employees as necessary and consistent with Center's policies and law; and, in general, exercise oversight and management of the employees of the Center; and
- To lead in creating a healthy culture and developing a cohesive, high performing team that works true to the Center's values and guiding principles; and
- To develop and nurture relationships with strategic partners, at the highest levels, to realize synergies in providing health and well-being services for people with Spinal Cord Injuries, Brain Injuries, Cerebral Palsy, Multiple Sclerosis and Spina Bifida.
- Represent the Agency and its interests within the region and the State of Colorado; participate in such local, state, and national organizations regarding community health and wellness associations as are deemed necessary or advisable to keep well informed and serve the best interests of the Center and the patients; and
- Follow and carry out the policies and programs of the Agency, including, without limitation, the conflict-of-interest policy, as well as the directives of the Board of Directors; and
- Carry out the obligations of the Agency as are imposed by federal or state or local law, including timely filing of all required reports; and
- Attend all meetings of the Board of Directors or appoint a delegate to attend; and
- Carry out such other functions and duties as may be from time to time delegated by the Board of Directors.

Salary Range: \$90,000 to \$115,000