

Executive Director Southwestern Colorado AHEC

Position: Executive Director
Reports to: Board of Directors
Job Category: Permanent, full time
Exempt: Yes

Overview: In concert with the Board of Directors, the executive director is responsible for the overall leadership of the organization in a manner that supports and guides SWCAHEC's mission as defined by the Board of Directors. Assists Board of Directors in formulation of strategic plan, meeting fiscal responsibility and development of policy. Administers Board policies and provides effective guidance to staff. Implements the strategic goals and objectives by overseeing program development and evaluation; manages agency assets using sound business principles and standards. Coordinates, obtains, and implements research and evaluation projects and studies that complement and extend SWCAHEC activities and programs.

Qualifications:

- Bachelor's degree in a related field and eight years of experience (health care, nursing, public health, education, administration or related field) including four years of management experience. A Master's degree is preferred.
- Experience in or with non-profit corporations
- Human resource supervisory experience
- Proven financial management experience including budgeting, fundraising, grant writing, contract negotiations, and/or administration
- Program management experience in adult education, community development, and/or healthcare workforce development
- Demonstrated exceptional verbal, written, and presentation skills
- Ability to form coalitions and work effectively in interdisciplinary groups
- Familiarity with healthcare, cultural, socio-economic and demographic characteristics of rural areas, preferably in Southwest Colorado
- Operating knowledge of basic office computer software (basic knowledge of Microsoft Excel is a must)
- Valid drivers license; current automobile insurance
- Ability to travel frequently within the region and up to monthly outside the region

Duties:

Board of Directors Governance

- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Keeps Board informed of trends and issues affecting the agency; provides sufficient information to assist them in making sound decisions
- Assists with development of and administers agency's strategic plan
- 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.
- Assures policies determined by the Board are executed in a timely manner
- Ensures, in collaboration with Board, continued board development

- Serves as interface between Board and staff
- Reports progress toward organizations objectives and financial status
- Serves in ex-officio capacity on all Board committees
- Participates actively in state, regional, and national AHEC and other professional associations

Human Resource

- Hires, supervises, evaluates, and disciplines, including termination, staff, unpaid interns and contractors.
- Maintains a climate which attracts, maintains, retains, and motivates a diverse staff
- Plans and implements professional development in collaboration with staff
- Manages staff according to approved personnel policies and in conformance with all applicable laws and regulations

Program Delivery

- Oversees design, implementation and evaluation of programs consistent with mission and strategic plan
- Develops and maintains partnerships and coalitions as appropriate to meet strategic plan
- Negotiates contracts and maintains compliance
- Provides reports as required
- Develops evaluation plan for all new and ongoing programs

Financial

- Prepares annual budget for review and approval by Board; maintains fiscal records. Coordinates annual audit and reports to Board and others as required
- Manages agency prudently within budget guidelines or to reflect changes in revenue.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Seeks enhanced revenue through public & private grants and fee-for-service activities
- Serves as authorized representative of SWCAHEC to execute contracts and other business transactions
- Ensures that all activities comply with local, state and federal regulations governing a 501(c)(3) organization
- Provides stewardship to safeguard all funds, assets and other property

Community Relations

- Serves as SWCAHEC representative to various healthcare constituencies, academic institutions, professional associations, state agencies, and others as required
- Facilitates activities related to promoting SWCAHEC's strong public image to all stakeholders and policy makers
- Serves as liaison between Board of Directors and SWCAHEC's constituency and network, keeping all sides informed of AHEC's policies and programs
- Develops and maintains positive relationships and collaborates with the Colorado AHEC Program and five other AHEC Center Directors and strives to partner on statewide initiatives to benefit the state Program. Attends quarterly in-person meetings and monthly video conferences.
- Works with community partners to develop new programs in response to community need.
- Oversee marketing and communications efforts.

Assumes other responsibilities as may be assigned by the Board or Executive Committee from time to time.

List of required skills:

- Skilled at program planning, implementation, evaluation
- Strong community assessment skills, including assets & gaps analyses
- Able to share passion, impart vision
- Excellent communication and presentation skills
- Aptitude for design and implementation of classes and trainings
- Success with contract negotiations
- Creative problem-solving skills, visionary
- Seasoned & transparent leader, who demonstrates high integrity
- Systems-thinker, relationship-builder
- Ability to work collaboratively with partners & stakeholders locally and statewide.
- Solid budget management skills, including budget preparation, analysis, decision-making, and reporting
- Strong organization and delegating skills

Salary: Commensurate with education and experience.

Location: Office located in Durango, Colorado. Director must reside within SWCAHEC's 8 county region. Partial telecommuting may be available. No relocation funds are available.

SWCAHEC is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.