



Washington Rural Health Collaborative

Position Opening for **EXECUTIVE DIRECTOR**

The Washington Rural Health Collaborative (WRHC) is seeking an innovative, experienced individual to lead the organization. It is anticipated that the successful incumbent will have strong management/leadership skills to assist the organization in achieving its mission and strategic vision for the future and the ability to engage community partnerships.

OUR MISSION

Collaborating to stimulate innovation and agile partnerships that improve rural health care quality, efficiency, and sustainability.

OUR VISION

To be recognized as a significant network of partners supporting member hospitals to achieve service excellence through collaboration and innovation.

OUR ASPIRE CULTURE

A is for Agile! We are change agents who are flexible, adaptable and able to nimbly shift gears.

- Individual understanding and acceptance of evolving priorities and willingness to personally adapt to change.
- Being flexible and adaptable to address members' needs and operational differences.

S is for Stewardship! We are mindful of finite internal and external resources.

- Individually, we demonstrate fiscal responsibility to support efficient operations.
- Collectively, we act as conservators for public hospital district resources.

P is for Passion! We are a highly engaged team committed to supporting members in advancing a viable and sustainable rural health system.

- We make a daily commitment to being highly engaged and enthusiastic.
- We are devoted to the success of our members.

I is for Innovation! We embrace critical and creative thinking that generates new ideas.

- We are mindful of historic trends as we develop new solutions.
- We continuously evaluate internal and external environmental factors in our work to improve future performance.

R is for Respectful! We value a workplace that honors positive and thoughtful interactions.

- We leverage our team's diversity of knowledge and experience.
- We embrace mentoring and modeling as tools to support team success and growth.

E is for Excellence! We are dedicated to achieving the highest standards in order to deliver quality services to our members.

- We ASPIRE to embody the ideals and values of WRHC's culture.
- Our individual work contributes to the achievement of WRHC's Strategic Goals & Objectives.

JOB SUMMARY

The Washington Rural Health Collaborative (WRHC) exists to support its member rural public hospitals and to advance the initiatives that enhance the healthcare delivery systems within the communities they serve. The Board of Directors is comprised of the Chief Executive Officers of each member hospital. WRHC has five employees working in McCleary, Washington and an annual budget of 1 million.

Reporting to the Board of Directors, the Executive Director is responsible for the successful leadership and management of the WRHC according to the strategic direction set by the Board of Directors. This position is responsible for overall operations of WRHC as well as the development, implementation, and management of the organization's business services, projects and vendor relationships. These collaborative services have been developed to enhance access and the quality of health care within the member collaborative. In this role, the Executive Director will hire and manage staff; assist in the coordination of annual retreats; implement all initiatives selected by WRHC; and lead the identification and development of new opportunities for the collaborative, including new member recruitment.

ESSENTIAL JOB FUNCTIONS

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Act as a professional advisor to the Board of Director on all aspects of the organization's activities.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff.
- In addition to the Chair of the Board, act as a spokesperson for the organization.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represent the organization at community activities to enhance the organization's community profile.

Operational Management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of its members, Board and Funders.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that personnel, members and volunteer files are securely stored and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.

Program Management

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Remain aware of national, regional, and local healthcare industry trends to respond to new marketplace needs and opportunities.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.
- Oversee the planning, implementation, execution and evaluation of special projects.

Human Resources Management

- Hire, manage, coach and develop staff to ensure effective program delivery.
- Oversee the implementation of the human resources policies, procedures and practices in compliance with local, state and federal employment laws.
- Lead a positive, healthy and safe work environment.
- Recruit and select staff that have the right technical and interpersonal skills to further the organization's mission.
- Ensure staff receive effective new hire and ongoing training, as well as timely coaching and mentoring.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.

Financial Management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

Risk Management

- Identify and evaluate the risks to the organization's people (members, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

OTHER JOB FUNCTIONS

- Attends staff meetings, conferences, trainings or other collaborative events.
- Performs other responsibilities or special projects as assigned by the Board of Directors.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Business Administration, Finance, Health Management or other relevant study. Master's degree preferred.
- Five or more years of experience in progressively responsible leadership positions, preferably in the health care industry.
- Financial management experience, including budget development and oversight.
- Any combination of education and/or experience that provides the required knowledge and abilities to successfully perform the job functions.

Knowledge, Skills & Abilities:

- Knowledge of theories, principles, techniques, and practices of carrying out complex multi- and cross-sector planning in the health, human services and or community development fields and managing groups with multiple perspectives and interests.
- Proficient with Microsoft Office Suite and ability to quickly learn other software applications. Knowledge and comfort with collaborative online tools such as GoToMeeting and Google docs.
- Demonstrated facilitation, negotiation, consensus-building, and problem-solving skills.
- Advanced written and oral communication skills; ability to present complicated issues to diverse audiences.
- Ability to supervise, direct, coach, develop, and motivate others toward a common vision and goal.
- Ability to think conceptually about overall organization mission, goals and objectives and develop strategies for problem-solving and program innovation. Recognizes patterns and trends with implications for members and the organization.
- Ability to build and maintain effective working relationships with a wide range of organizations and individuals.

Licensing & Special Requirements:

- Washington State Driver's license and proof of insurance required by time of hire.
- Incumbent may be subject to a background check.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Most of work is performed in office setting which requires the ability to freely move about the facility including stairs. Frequent travel in local area to attend meetings and occasional travel out of area for conferences/events. May require occasional evening hours to attend meetings and events. May require standing or sitting for long periods of time. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

SALARY & BENEFITS

Competitive salary based on experience.

WHRC provides a great benefits package including:

- Health, Dental & Vision Insurance
- HSA monthly contribution for eligible employees
- Paid Sick and Vacation Leave
- 9 Paid Holidays
- 401(k) Retirement with up to 3% company match
- Social Security, Unemployment Insurance, and Industrial Insurance.

TO APPLY

Application materials may be obtained by visiting <http://wwrhcc.org>. Return completed applications to kara@turnerhrservices.com. First consideration given to applications received by **July 12, 2019**. Position open until filled.

SELECTION PROCESS

After reviewing the application materials, WHRC will contact the most qualified candidates to participate in a selection process consisting of job-related selection exercises. WHRC will make reasonable accommodation upon request for those individuals with disabilities. WHRC is an Equal Opportunity Employer.