



Position Opening for **BUSINESS DEVELOPMENT MANAGER**

The Washington Rural Health Collaborative (WRHC) is seeking an experienced leader to grow and manage the current portfolio of business projects.

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.

OUR ORGANIZATION

The Washington Rural Health Collaborative (the Collaborative) is a mature and robust network of 15 Rural Critical Access Hospitals, all separately governed and predominantly serving areas along the coastal corridor of Western Washington. The Collaborative's work is a dynamic interaction involving teamwork, forming alliances, and building relationships through cooperation in a fast-paced, flexible environment. The Collaborative, founded in 2003, enjoys stable leadership, a well-defined mission, and a formalized organizational structure with a demonstrated history of delivering value to members and the rural communities they serve. Our strength is collectively creating synergy among to achieve more than individual members can achieve separately.

JOB SUMMARY

The Business Development Manager's primary role is to grow and manage the Collaborative's business portfolio on behalf of our Members. An ideal candidate is pro-active, solution-oriented, detail-oriented and has a track record of following through and building and maintaining relationships with industry partners. This individual will work closely with the Senior Director to manage the current portfolio of business projects and shape the development of future projects. This includes investigating, evaluating, and developing new contracting opportunities and partnerships, and managing and implementing contracts. Additionally, the Business Development Manager plays a pivotal role in managing and analyzing financial and business analytics to help advance WRHC's strategic plan

The Business Development Manager's role is to ensure consistent management of all proposals and both administrative and member contracts. This includes oversight of the contract management process, development of specific standards for bidding and submission, contract negotiations, and document management. The role requires consistent and professional communication with C-suite executives and department heads from our Members hospitals.

ESSENTIAL JOB FUNCTIONS

- Actively supports the Collaborative's A.S.P.I.R.E culture through thought and deed.
- Oversees all duties related to management and analysis of contracts. This includes entries into databases, secure maintenance of contracts and proposals, research, analytics, contract management and evaluation.
- Provides recommendations and implements tactics to meet WRHC's strategic plan.
- Serves as a resource to WRHC members on matters of joint contracting and shared services.

Contract Management

- Institutes and practices a system of organizational-vendor relationships in line with the ASPIRE culture and in support of WRHC mission and values.
- Develops and nurtures business partnerships with vendors; manages day-to-day vendor and broker relationships.
- Supports a focus on member Return on Investment (ROI) and increase of administrative revenue.
- Drives the Collaborative's business development through use of joint contracting tools, management, and innovation of current and future business lines.
- Oversees and manages service line and purchase contract development.
- Supports contract development standards, including budget, payment terms, general language, terms and conditions.

- Assures accuracy and appropriateness of contract text and attachments.
- Develops contract implementation plans to ensure a smooth transition of contract start up. Resolves issues as required.
- Conducts strategy meetings to identify contract issues and client requirements, facilitates pricing and ROI methodology discussions.
- Develops key performance indicators, timelines and deliverables, and makes recommendations to leadership.
- Drafts RFPs, RFQs or RFIs based on contractual provisions and strategy discussions, leadership input, and organizational needs and expectations.
- Serves as the primary liaison with vendors on behalf of facilities during contract negotiations and implementation.
- Engages relevant Member stakeholders as needed in negotiation, contract structure, legal or regulatory requirements, contract standards and cost targets.
- Oversees monitoring of contract performance and deadlines on deliverables; communicates on an ongoing basis with Member stakeholders and leadership.
- Reviews the contractual performance of both parties to ensure compliance with terms and to identify conflicts or changes requiring resolution at contract renewal.
- Follows established contract approval process, make recommendations for process improvement, and implements improvements.
- Provides strategy, leadership, technical support, policy guidance to key Member committees and/or Board(s).
- Oversee program development and implementation.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in business, healthcare management or related field required.
- Five or more years relevant experience in healthcare.
- Three years of prior experience in a contract management role, such as purchasing or contracting, including RFP development, negotiating terms and drafting contracts.
- Extensive experience with organizational group purchasing and methodology.

Knowledge, Skills & Abilities:

- Proven ability to build and maintain relationships with vendors and C-suite and department leaders.
- Proficiency in utilizing and interpreting financial models and analytics.
- Ability to analyze complex problems, draw relevant conclusions and implement appropriate solutions.
- Strong verbal and written skills and the ability to convey complex information in a way that others can easily follow.
- Strong attention to detail, particularly as it relates to contracts and regulations.
- Ability to support meetings of C-suite executives and department leads.
- Demonstrated project management and supervisory skills.
- Ability to accomplish multiple assignments with competing timelines.
- Flexible, team-oriented and adaptable to changing priorities.
- Proficient user of Microsoft Office products, with an emphasis on Excel.

Licensing & Special Requirements:

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

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Most of work is performed in office setting. Some travel in local area to attend meetings. 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://washingtonruralhealth.org/contact-us/careers/>. Return completed applications to HR@washingtonruralhealth.org. First consideration given to applications received by **June 26, 2020**. 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.