

## POSITION DESCRIPTION

### EXECUTIVE DIRECTOR SOUTHSIDE COMMUNITY HEALTH SERVICES, INC.

Dedicated to setting the standards for wellness in community health care, Southside Community Health Services has provided patient-focused, friendly, high-quality and comprehensive medical care for over 45 years. As a non-profit community clinic, SCHC is widely recognized as providing high-quality primary and preventive medical and dental care for low-income, underserved people.

Southside Community Health Services is seeking a new Executive Director who will provide leadership and vision for the staff, board, clients, and those concerned about the health of the community. The Executive director will oversee SCHS's services, programs, staff, finances, budgeting, administration, development, brand, and outreach in the community. The Executive Director will report to the Board of Directors.

#### CANDIDATE PROFILE:

Southside Community Health Services is looking for a new executive leader who is:

- A high-performance team builder and leader who fosters an organizational environment of stability and sustainability.
- A visionary, persuasive and passionate communicator with strong written and oral communication skills.
- Knowledgeable about the current health care environment, marketplace and delivery systems.
- A skilled, pragmatic leader of a management team responsible for designing and implementing results-oriented programs, setting and achieving strategic objectives, managing budgets, and giving and receiving constructive feedback.
- A respected individual with a collaborative leadership style – a model of authenticity, integrity, and ethical conduct.
- Someone who has worked with and has respect for diverse communities and people of all ages and stations in life; a person who interacts authentically with board members, staff, clients, community and business leaders, funders, volunteers, political figures, government officials, and other stakeholders.
- A self-directed, mission-driven individual who brings integrity, passion, a sense of humor, an open mind, and a positive attitude to the workplace.

## **AREAS OF RESPONSIBILITY:**

The Executive Director is qualified and responsible for the successful overall operation and continued growth and development of Southside Community Health Center. Major responsibilities include the following:

### **Leadership, Strategic Direction and Program Oversight:**

- Ensure the organization has a long-range strategy which achieves its mission and vision, and toward which, it makes consistent and timely progress.
- Evaluate overall health center performance in relation to established goals and objectives.
- Monitor and improve existing programs and identify, initiate, develop, and implement new programs to meet the needs of the health center's patient population and the community.
- Seek funding for new programs and services, as required to meet identified community needs.
- Monitor the changing environment and adjust programs accordingly.
- Ensure effective systems to track program progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Build strong external partnerships.

### **Board Relations and Support:**

- Build and maintain an effective working relationship with the Board and Board Chair to maximize Board effectiveness. With the Chair, develop Annual Meetings and Executive Committee meeting agendas to ensure the opportunity for the Board to fulfill all responsibilities effectively.
- Attend all Board meetings and selected committee meetings.
- Provide information and advice to the Chair, the Board, and Board committees in the creation of policies, programs, and strategic direction of the organization.
- Regularly report to the Board on the condition of the organization, including all of the organization activities and initiatives, and critical matters that affect the organization's programming, fiscal status, and community and funder relations.
- Ensure that all corporate and other organization records and papers are properly maintained.
- Ensure that the organization has a governance structure that meets the needs of an organization of its focus, size, and complexity, in partnership with the Chair.

### **Administration:**

- Provide overall administration oversight and management of day to day affairs of the organization: including paid staff, contractors, consultants and volunteers.
- Ensure that accurate job descriptions are in place for all staff positions.
- Maintain a climate that attracts, retains and motivates a diverse staff of highly qualified personnel.
- Build an effective management team and develop appropriate succession plans.
- Maintain a high level of staff performance standards and accountability.
- Ensure ongoing staff member development and education, and assist program staff in relating their specialized work to the mission and goals of the organization.

- Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.
- Ensure compliance with the requirements of regulatory agencies and funders.
- Ensure long-term maintenance of all properties and negotiate maintenance contracts.
- Ensure the safety and well-being of program participants.
- Ensure consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the Health Center's operational and strategic goals.
- Be responsible for developing standards, which assure the maintenance of quality of care and cost-efficient operation
- Establish and maintain effective liaison with Federal, State, and Local Health Agencies and other associations and agencies engaged in the provision of primary, secondary and tertiary health care services and social services.

**Fiscal Planning:**

- Direct the development of health care annual budgets.
- Negotiate contracts; present these contracts to the Board of Directors for approval or, when within delegated authority, execute the contracts on behalf of the Health Center.
- Establish specific program and budgetary benchmarks by which to measure the results and expenditures of each plan.
- Present the operational budget to the Board for approval and to other sources for funding.
- Ensure that the short and long term working capital and financial management needs of the organization are adequately addressed. Plan for adequate cash flow to cover operational needs.
- Assure adequate control and accounting of all funds including developing and maintaining financial practices.
- Make financial decisions consistent with the budget as approved by the Board.
- Oversee preparation of necessary financial information for taxes, reports and audits.
- Provide the Board with timely, accurate, concise financial information and present options and recommendations to support sound financial decision making.
- Prudently manage the organization's resources within established law, regulations, contractual obligations, policies & proper internal controls.
- Oversee multi-year financial analysis, analyzing trends and the match between fundraising capacity and programmatic expenses, and engage the Board in strategic discussions about financial stability and sustainability, including the development of adequate operating reserves.
- Assist the CFO/Controller, Treasurer and Finance Committee in their analysis of the organization's financial situation, and their communication with the Board.

**Supervision:**

- Supervise the Administrative Director of operations, Controller, Medical Director, Dental Director, Director of Development (outreach) and Human Resources.

**EDUCATION AND EXPERIENCE:**

EDUCATION: Master's Degree in Business Administration, Public Health or related field, or an equivalent combination of education and experience.

WORK EXPERIENCE:

Required: At least five (5) years of senior management experience and/or five (5) years of progressively responsible managerial experience in health care planning, public health or related administration program.

Preferred: Experience in fundraising through partnerships with government entities, corporations and foundations. Two (2) or more years of senior management experience in a comprehensive health center or similar setting. Past success working with a Board of Directors with the ability to cultivate board member relationships.

**COMPENSATION:**

Compensation is competitive and commensurate with experience.

**TO APPLY:**

Applications will be accepted until the position is filled. To apply, interested candidates should send a letter of introduction and a resume to <mailto:employment@cinnatus.com> or by mail to Cinnatus, Attn: Employment (Southside), Colonial Warehouse, Suite 478, 212 Third Avenue North, Minneapolis, MN 55401.