

Northern West Virginia Rural Health Education Center

EXECUTIVE DIRECTOR JOB DESCRIPTION

OFFICIAL TITLE:

Executive Director (1 FTE)

LINE OF AUTHORITY:

Responsible to the Board of Directors Executive Director of the Northern West Virginia Rural Health Education Center (NWVRHEC).

JOB SUMMARY:

The Board of Directors shall appoint an Executive Director who shall be the administrative officer of the corporation. The Executive Director shall be given the necessary authority and held responsible for the administration of the Corporation and its activities subject only to such policies as may be adopted and such orders as may be issued by the Board, or by any of its committees to which it has delegated power for such actions.

SALARY:

To be determined

QUALIFICATIONS:

A. **Education/Experience:**

1. Masters of Public Health degree, or Masters in health administration or other health related field.
2. At least three years' experience in managing an educational organization(s).
3. At least one year experience in facilitating large projects under a defined partnership between multiple organizations.

B. **Competencies:**

1. Works effectively with others in and out of the organization to accomplish organizational goals and to identify and resolve problems. Participates in the development of mutual goals and plans. Identifies areas of interdependency with other individuals/organizations/stakeholders. Provides required resources and participates in the identification and resolution of problems. (Consultation/Collaboration)
2. Works effectively with others toward common goals. Establishes and sustains a positive impact on people. Actively and positively contributes to morale and teamwork. Constructive participation in work-related meetings. (Cooperation/Team Effectiveness)
3. Prepares budget realistically. Uses prescribed systems to control resources. Seeks/uses efficient techniques. Demonstrates knowledge of the true cost for items and services. (Cost Awareness/Management)
4. Seeks relevant expert advice/assistance before acting. Moderates conflicting interests. Alert to feedback and follows through with decision efforts. Produces expected results and adjusts plans as necessary. (Decision-Making and Execution)
5. Understands and is knowledgeable about organization's mission and goals. Respects confidentiality. Responsive to concerns and requests in a tactful, responsive and professional manner. (Professional Relations)

6. Effectively expresses self. Listens attentively. Creates a climate of open communication. Respects confidentiality and privacy. (Interpersonal Communication)
7. Keeps the Board and Staff well informed. Responds to requests in a timely and effective manner. Supports Board and Staff in the accomplishment of goals and plans. (Management Support)
8. Considers the effects of a decision or course of action upon other components of the organization. Involves key individuals and/or units in the organization when appropriate. (Organizational Awareness)
9. Communicates data or points of view in a manner that gains agreement or acceptance. (Persuasiveness/Ability to Influence)

TYPICAL PHYSICAL DEMANDS:

1. Requires valid driver's license.
2. Stamina and willingness to conduct frequent day travel of 8-12 hours and occasional overnight travel within the 23 county region of the NWVRHEC.
3. Requires prolonged periods of sitting and walking.

TYPICAL WORKING CONDITIONS:

1. Significant amount of time spent traveling throughout the NWVRHEC region.
2. Available for overnight traveling and evening meetings as needed.
3. Daily contact with administration, staff, health professionals, and the community.
4. Work may be intense and fast-paced at times.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Manage and operate the corporation, to select, control and discharge all personnel, department heads and other employees in accordance with policies established by the Board of Directors.
2. Prepare annual operating and capital budget showing the expected receipts and expenditures and expend monies from time to time as needed within the approved operating budget.
3. Seek grant opportunities and partnerships compatible with goals and objectives of the corporation.
4. Develop and implement marketing and fundraising strategies compatible with the goals and objectives of the corporation.
5. Act as spokesperson for the faculty and other employees of the corporation, the local medical staff and other constituents of the programs of the corporation in assuring that adequate resources, information and conditions of the working environment, necessary for the completion of the programs of the corporation and contractual commitments will be available.
6. Maintain all physical properties in a good state of repair and operating condition.
7. Supervise the business of the corporation to insure that funds are collected and expended to the best possible advantage of the corporation.
8. Cooperate with and aid the medical faculty and secure like cooperation on the part of all concerned with the rendering of professional services to the end that the best possible care and education may be rendered.
9. Submit regularly to the Board of Directors or its authorized committee, periodic reports showing the professional services and financial activities of NWVRHEC and to prepare and submit such special reports as may be required by the Board of Directors.
10. Attend all meetings of the Board of Directors and its committees.

11. Serve as liaison officer and channel of communications for all official communications between the Board of Directors and any of its committees.
12. Articulate clearly the program, as established by policy, to local health professionals, full-time faculty, the community and academic centers and to assure program performances according to all contractual commitments.
13. Develop mechanisms to control the types, supply, and distribution of trainees ensuring the maximum possible participation by interested individuals.
14. Recommend program priorities to the Board of Directors assuring the involvement of full-time faculty, local medical staff, and other interested parties and constituencies in the region.
15. Perform any other duties that may be necessary to the best interest of the corporation.

BACKGROUND CHECK

A job offer will be contingent upon the satisfactory results of a background check.