

HEALTHFINDERS COLLABORATIVE, INC. – EXECUTIVE DIRECTOR JOB DESCRIPTION:

The mission of HealthFinders is to provide quality, accessible and culturally sensitive healthcare services, at no cost, to low-income and uninsured residents of greater Rice County. Website: www.healthfindersmn.org

Role: The Executive Director is responsible for mission-driven leadership and the administrative oversight of all activities and services provided through HealthFinders Collaborative, Inc. and is accountable to the HealthFinders Board of Directors.

RESPONSIBILITIES AND DUTIES:

Administrative Governance

- Drive the development of current and long-term organizational goals and objectives of HealthFinders Collaborative.
- Monitor and assure the fulfillment of the purposes and objectives of the organization
- Direct and coordinate all activities and daily operations of the organization
- Oversee creation and monitoring of fundraising plans, including income and grant dollars from individuals, community foundations, corporate foundations, government and other business partnerships, sponsorships and revenue-generating possibilities.
- Facilitate effective relationships with all stakeholders including agencies, churches, media, volunteers, clients, and donors.
- Serve as the public face of HealthFinders, including public speaking, individual donor meetings, corporate presentations and media interviews.
- Actively communicate and engage the HealthFinders Board of Directors and committees in the activities of HealthFinders.
- Transact business, negotiate and execute contracts and other documents on behalf of HealthFinders.
- Properly steward the assets of the organization; direct financial functions of the organization; staff the HealthFinders Finance committee and when requested, report to the HealthFinders Board of Directors on financial and other matters.
- Recruit, select, employ, orient, supervise, evaluate and discharge HealthFinders employees and volunteers, including daily supervision of HealthFinders' part-time Administrative Assistant
- Ensure recruitment, orientation and scheduling of physicians, nurses and other volunteers who are caring and interacting with HealthFinders patients.
- Ensure compliance with all regulatory requirements

Patient Services:

- Keep clinic policies and procedures up to date.
- Assure followup on laboratory, diagnostic and other services recommended to patients by volunteer providers during clinic sessions.
- Work collaboratively with patients and medical providers in regards to specialist referrals that are not within HealthFinders' scope of services.
- Oversee the numerous chronic disease educational programs offered to HealthFinders' patients.
- Advocate on behalf of patients to local, private, non-profit and state organizations regarding healthcare.

- Work in collaboration with co-medical directors to ensure that services provided are in line with the needs of the community.

Strategic Direction:

- Keep current on health-related legislation, practice changes in health care delivery systems and public health programs
- Assess trends in health care and in the economy as a whole – specifically the low-income uninsured Rice County residents
- Plan, organizes and develop new programs/partnerships and evaluate existing programs/partnerships; meet with various individuals, agencies, county and state health representatives, health systems and neighborhood groups to determine health care needs and identify existing community services.
- Advocate positive changes for the medically disadvantaged in Rice County. Collaborate with “like-minded” organizations in being a voice for the uninsured.

Community Relations:

- Represent the organization with both external and internal publics; maintain relationships with public and private organizations, agencies and associations in order to promote positive relationships with HealthFinders.
- Conduct clinic tours, attend outreach activities and give presentation to interested individuals and organizations.
- Direct promotional and marketing efforts for the organization.

Development:

- Partner with the Board of Directors and contracted Consultant in the development of a three-to-five year plan for HealthFinders' financial sustainability.
- Provide guidance to the Board of Directors in projecting probable revenue and expenditures for budgeting purposes.
- Responsible for grant writing, research, and reporting
- Lead the fundraising committee in organizing the annual Gala fundraising event held in the Spring.

QUALIFICATIONS:

- Undergraduate degree required
- Master’s degree preferred
- Two years experience in a management position strongly preferred
- Fluency in Spanish required
- Outstanding interpersonal skills, including excellent oral and written communication abilities, necessary to maintain, enhance and establish collaborative relationships in a multi-faceted environment.
- Financial, analytical and conceptual skills and the creative ability to develop and manage projects within the scope of the budget adopted by HealthFinders’ Board of Directors.
- Broad health care experience and a good understanding of current health care issues impacting the working poor and medically uninsured.

HOURS, SALARY AND BENEFITS:

40/hours per week; some evening and weekend hours; Salary range: \$35,000-\$42,000; Benefits: health insurance, vacation, and retirement.

Interested applicants to send C.V. and cover letter to HealthFinders by email, fax, or mail **by February 17, 2010**. Email: koch.angelica@healthfindersmn.org; Fax: 952-516-5300; Mail: P.O. Box 731, Northfield, MN 55057. Website: www.healthfindersmn.org. Applicants submitting by email or fax should verify receipt of their materials by calling: 507-330-4031.