**EXECUTIVE DIRECTOR - \_\_\_\_\_\_\_\_\_ NETWORK**

**POSITION TITLE:**

Executive Director, \_\_\_\_\_\_\_\_\_ Network

**REPORTS TO:**

\_\_\_\_\_\_\_\_\_ Network Executive Committee

**POSITION SUMMARY**

Plans, develops, manages and leads services of the \_\_\_\_\_\_\_\_\_ Network. Researches regional service and population needs, develops strategies to meet those needs, and implements plans to provide services.

**POSITION ACCOUNTABILITIES AND PERFORMANCE COMPETENCIES**

**LEADERSHIP**

1. Establishes and makes use of working relationships with organizations and individuals in the field
2. Sees that communication methods are well-developed and utilized
3. Provides effective direction for the implementation of \_\_\_\_\_\_\_\_\_ Network programs and services
4. Serves as an effective spokesperson. Represents the organization to its constituencies, including clients/members/patrons, other nonprofits, government agencies, elected officials, funders, and the general public
5. Supports and adheres to \_\_\_\_\_\_\_\_\_ Network bylaws

**FINANCIAL SUSTAINABILITY**

1. Assures adequate control and accounting of all funds, including maintenance of sound financial practices
2. Responsive to all operational and financial issues that may impact \_\_\_\_\_\_\_\_\_ Network and its members
3. Works with Treasurer, Finance Committee and \_\_\_\_\_\_\_\_\_ Network Board to prepare budgets, monitor progress, and initiate changes to budget as appropriate
4. Sees that official records and documents are retained; sees to compliance with federal state and local regulations (i.e. Form 990)
5. Develops realistic, ambitious plans for acquiring funds
6. Establishes positive relationships with institutional funders such as foundations, government agencies, churches, corporations, etc.

**BOARD OF DIRECTORS**

1. Provides appropriate leadership to the Board
2. Sees that Board members are kept fully informed in a timely way regarding the status of the organization and important factors influencing it
3. Works with Board officers to ensure that the Board is effective as a body and that recruitment, involvement and departures of individual Board members are effective
4. Organizes all \_\_\_\_\_\_\_\_\_ Network meetings including the Board and Finance Committees and attends as a non-voting member.

**COMMUNICATION/EDUCATION**

1. Plans, schedules and facilitates peer networking roundtables to share issues and ideas as well as collaborate on projects to improve efficiency of our facilities and the health of our communities
2. Works with peer department chairs to develop agendas focused on education and best practice.
3. Partners with various organizations, associations, government agencies, companies, etc. to provide educational opportunities and/or continuing education credit.
4. Plans, schedules, facilitates and attends all educational programs and network roundtables.
5. Leads process for identification and development of programs and services for members.
6. Develops and maintains strong relationships with \_\_\_\_\_\_\_\_\_ Network members to support and meet member needs
7. Maintains local, regional, state and national relationships
8. Builds respect for the organization in its various constituencies
9. Develops and maintains \_\_\_\_\_\_\_\_\_ Network website, calendar and key staff directory

**PERSONAL DEVELOPMENT**

1. Commits to personal skill development in an effort to grow as a leader and resource
2. Achieves \_\_\_\_\_\_\_\_\_ Network goals as defined by the Board
3. Adapts to changing environments positively and professionally
4. Adheres to \_\_\_\_\_\_\_\_\_ Network standards of professionalism and mission

**QUALIFICATIONS**

* Master’s degree or a combination of Bachelor’s degree in clinical field or business and appropriate experience.
* Five or more years of management and leadership experience in a non-profit or healthcare organization
* Ability to work and build relationships with a wide variety of collaborators with differing views
* Highly developed organizational, planning and interpersonal skills.
* Strong leadership skills.
* Knowledge of outcomes, measurement, indicators and data collections methods
* Knowledge of personal computer and email
* Self-motivation
* Experience with a rural regional health network preferred