

Job Title: Executive Director

Job Summary:

This is a full-time management position. This position reports to the Heartland Rural Health Network, Inc. Board of Directors. Responsible for carrying out the directives of the Board of Directors in implementing and administering the Heartland Rural Health Network.

Organizational Relationships:

1. Reports to: Board of Directors
2. Supervises: All staff
3. Works closely with community members, health care providers, businesses and the general public.

Classification: Full Time, Exempt

Education/Experience:

Bachelor's degree from an accredited college or university preferably in the field of health care, business or a Bachelor's degree with relevant experience in health care business services. Master's degree preferred but not required. One year experience in the planning, administration or provision of rural health care preferred. Three years' experience in the planning or management of health or human services preferred but not required.

Knowledge, Skills and Abilities:

Work with diverse groups in the community to build consensus.

Speak with ease and confidence in public settings.

Excellent written and oral communication skills required.

Excellent fiscal management skills, including accounting, financial reporting and budgeting.

Ability to develop, adjust, and report on long-range objectives and strategic plans.

Proven success and knowledge in grant writing (federal, state, and private grants).

Knowledge of rural health care disparities.

Knowledge of counties covered by organization.

Capable of supervising the work of others, through a lens of diversity, equity and inclusion, providing both leadership and direction.

Proven record of leading the development of innovative solutions in collaboration with partners.

Essential Duties and Responsibilities:

1. Developing and executing a strategic long-range plan in coordination with the Board
2. Developing, negotiating and administering agreements/contracts for the Network, adhering to rural statutes and other applicable rules.
3. Assisting Board committees through facilitating activities, conducting necessary research and providing information.
4. Reviewing all incoming materials and dispersing of information to appropriate network members as needed. Follow-up on any material requiring a deadline for response or action.
5. Seeking grant opportunities and preparing grant applications for additional financial support for network operations and special projects. Preparing all reports associated with grant awards in a timely manner.
6. Keeping abreast of current trends and innovative programs by attending conferences, seminars and professional association meetings, serving on network and community partner's boards or committees, as appropriate, and reading current publications.
7. Promoting relationships with providers which encourage public/private partnerships to develop programs which benefit rural health providers.

_____ Initials

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8. Developing and maintaining a network budget and preparing financial statements to indicate the network's fiscal position. Ensure that network resources are distributed or utilized equitably through the network region.
9. Representing the Network with legislators and government officials, maintaining a continuous relationship to keep the network updated on current issues impacting rural health.
10. Developing and maintaining network programs.
11. Preparing reports and letters to network board members, network participants and interested health care providers to keep them informed regarding network operations.
12. Providing staff support and technical expertise to the Board.
13. Preparing job descriptions in conjunction with the Board. Supervising or directing the recruitment, hiring, management, training, evaluation, and discharge of staff, as appropriate.
14. Performing other duties which may be assigned by the Board.

EOE/DFWP

Sign

Date