

POSITION DESCRIPTION

Job Title Director of Shared Services

Reports To: President/CEO

Job Purpose To provide professional level support and strategic direction to business development for MHA Ventures, its shared service programs and preferred vendors arrangements. To perform staff assignments independently and at the direction of the President/CEO of the Montana Hospital Association, the parent company and to achieve the organization's established goals and objectives.

Program Administration

75%

- Develop and implement shared service programs and vendor arrangements in line with overall MHA Ventures objectives.
- Serve as a member of the Montana Hospital Association's senior leadership team.
- Lead the Ventures team by providing strategic leadership and counsel aimed at driving organizational success.
- Develop marketing strategies for retention of current vendor contracts/arrangements and expansion of services available for members.
- Provide services to members. Service effort should be directed towards familiarizing members with all programs and services available through MHA Ventures. Assist members when problems arise.
- Promote shared services, preferred vendors, and other MHA Ventures offerings.
- Establish and maintain positive relationships with administration and various department directors within member facilities.
- Meet or exceed financial targets associated with shared service programs.
- Prepare monthly, quarterly, and annual reports as required.
- Communicate effectively with Executive Director and other staff.
- Communicate effectively with members, vendors, and business contacts.
- Maintain confidentiality of contracts and member information.

Technical Assistance

15%

- Serve as liaison between members and MHA Ventures.
- Serve as workshop/seminar facilitator/speaker as necessary.
- Answer questions from interested parties in other organizations or facilities about operation and success of program.
- Prepare articles for publication to assist in disseminating information on project outcomes.

Other Duties

10%

- Attend meetings, conferences, and seminars which aid in achieving the goals of the program.
- Investigate situations, prepares reports, and makes recommendations on shared service programs.
- Perform related duties as assigned by the Executive Director as appropriate and pertinent to role in the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Organizational compatibility is essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.S.) or equivalent with course work in management, marketing, finance, and general business. Five years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands and fingers to manipulate, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. Must be able to operate a motor vehicle.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position works in a controlled office environment. Overnight automobile travel is required on a frequent basis.

The noise level in the work environment is usually quiet.

Status

Exempt Status - Full-time

5-09-19