

POSITION DESCRIPTION

- Job Title:** Executive Director, Montana Health Research and Education Foundation (MHREF), the foundation arm of the Montana Hospital Association (MHA)
- Reports to:** President and CEO of MHA
- Job Purpose:** To advance the Mission and Vision of MHREF.
- Vision:** Our passion is to create innovative solutions to overcome the challenges of the ever-changing health care environment.
- Mission:** MHREF pursues funding opportunities to provide financial, technical, and innovative program support to MHA members and the communities they serve.
- And, in conjunction with grant-financed projects, ensure the successful fulfillment of goals.

This position provides vision and leadership over the current and future MHREF programs, its board and employees. Simultaneously addresses the pressing needs of MHA's members, health care providers, the communities they serve and populations in greatest need of improved health status. The MHREF Executive Director is culturally competent and can successfully work with many diverse communities, honoring their traditions and people.

Program Administration **50%**

- Serves as a member of the MHA Senior Management Team.
- Researches, writes, budgets and administers grants proposals consistent with the organization's strategic priorities.
- Plans, coordinates, implements, and evaluates grant-funded programs and other collaborative projects, including hiring appropriate staff; preparing contracts and reports as required.
- Leads Project Directors in establishing work plans and timetables for timely, sequential completion of foundation, State and Federal project goals.
- Monitors and maintains current knowledge of Federal and State regulations and programs relevant to project.
- Serves as liaison between program participants, funders, and consultants.
- Provides information to support proper accounting of all transactions.
- Ensures that all project reporting, contracting and expenditures comply with all pertinent federal and state guidelines, including 2CFR200.
- Works with the MHA accounting team monitoring the IDC rate/foundation program financial impact on the overall organization.

Employee Management and Supervision

20%

- Accomplishes organizational objectives by supervising staff and facilitating the daily administration of MHREF by implementing policies, procedures, and programs; establishing performance goals and deadlines that advance MHREF's mission and vision.
- Drives results by coaching, counseling, disciplining and developing personal growth opportunities for employees. Plans, monitors, and appraises job results in a timely and constructive manner.
- Creates a healthy and safe work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals (where applicable), and implementing procedures.
- Successfully manages, monitors and reports MHREF program expenditures by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Provides exceptional customer service, leading by example and coaching the MHREF team to engage each other and stakeholders in a professional and conscientious manner.
- Partners with MHA Human Resources and MHA Leadership in the recruitment, selection, orientation and training of MHREF employees.

Technical Assistance

15%

- Provides technical assistance to members, stakeholders and staff as necessary for successful implementation of programs.
- Serves as liaison between MHREF programs and hospitals, DPHHS, CMS, and other relevant State and Federal agencies.
- Serves as workshop and seminar speaker when available.
- Develops, maintains, and expands partnerships with healthcare and education stakeholders to facilitate collaborative projects and joint funding applications.
- Prepares articles for publication to assist in disseminating information on project outcomes.

Other Duties

15%

- Works with the MHREF Board on strategic planning for grant-funded activities in support of MHA's initiatives.
- Attends meetings, conferences, and seminars which advance MHREF goals.
- Collaborates with all management staff to identify and deliver the required support for operations for the organization.
- Investigates situations, prepares reports, and makes recommendations on rural health care delivery issues.
- Performs related duties as assigned by the President of MHA.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Minimum of a Bachelor's degree (B.S./B.A.) from a four-year college or university with emphasis on health administration, public health, business or public administration, or field/profession relevant to health care and project management and five years' experience, including grant writing and supervisory and management experience. An equivalent combination of education and experience may be considered.

Proficient with Microsoft Office Suite and ability to utilize other communication and relationship management software solutions. Experience with boards of directors and an understanding of non-profit finance, compliance and management.

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

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 normally works in a controlled office environment. Out-of-state travel may be required from time to time, and overnight automobile travel is required on an occasional basis.

The noise level in the work environment is usually quiet.

Status

Exempt, Full-time

1/21/2021