

Organizational Background:

The Centennial Area Health Education Center (CAHEC) is a nonprofit serving eleven counties of Northeastern Colorado and is one of six regional independent AHECs in Colorado that are affiliated with the University of Colorado, Anschutz. See www.cahec.org to learn more about the organization.

The mission of the Centennial Area Health Education Center is to address health workforce shortages and health disparities in the CAHEC region, through education and collaboration.

The primary goal of the Colorado Area Health Education Center's Program is to work to build state-wide network capacity and strengthen academic-community linkages in four core mission areas:

- *Health Education and Collaboration*
- *Workforce Shortages and Diversity*
- *Health Disparities*
- *Wellbeing*

Currently, CAHEC programs include:

- Regional Health Connectors to build and strengthen networks of primary care, public health, human services, and community organization working to improve health;
- Health workforce development focused on youth, healthcare students, and healthcare professionals; and,
- Various health education offerings to healthcare professionals and community members including an annual Nurse Educators Conference.

POSITION SUMMARY:

Position Title: Executive Director

Reports to: Board of Directors

Hours: Full time

Status: Exempt

Supervises: Current staff include Program Coordinator (~.25 FTE), Nurse Health Educator (1 FTE), Regional Health Connector (1 FTE) and Administrative Assistant (.75 FTE)

Compensation: The expected salary range is \$70,000 to \$80,000 plus an additional 4% SEP-IRA retirement contribution, generous company contributions to an employee reimbursement health plan, cell phone and mileage reimbursement, annual earned sick and vacation time, flexible hours, plus ten paid holidays a year.

Scope: The Executive Director is responsible for the organization's consistent achievement of its mission, goals, and objectives through development, implementation, and leadership. The Executive Director is responsible for grant development in compliance with federal, state, and local statutes, ordinances, and regulations, as well as state and internal policies and procedures; fiscal management, and services to beneficiaries. This position represents the organization in public arenas and promotes the mission of the Center in Northeastern Colorado and throughout the state. Further, the Executive Director oversees program effectiveness and supervision of staff.

Qualifications:

- Seasoned director in nonprofit or public sector with at least 3 years successful senior level experience managing an organization (programs, strategy, human resources, finances, and systems/infrastructure)
- Strategic thinker who is good at making decisions with an understanding of how they impact the big picture
- Team builder who is good with coaching staff to performance. Strong interpersonal and communication skills.
- Strong strategic fiscal management, oversight and budgeting skills.
- Ability to maintain relationships with external stakeholders and funders
- Good understanding of the operational and back-office systems and infrastructure of a nonprofit (HR, Finance, IT, etc.)
- Education: Bachelor's degree in relevant field required; Master's preferred
- Understanding and experience with strategic planning and risk management
- Experience in health and/or educational sectors
- Experience working under a board of directors
- Experience and demonstrated success researching, applying for and managing various grants and funding sources
- Strong marketing and public relations skills

Responsibilities & Duties:

The Executive Director's job products are staff and system capability to support the achievement of organizational goals established by the Board of Directors. Primary responsibilities include:

- **Staff and Program Management:** Overall responsibility for development, support, and retention of staff and volunteers, including: establishing and maintaining a supportive work environment that promotes mutual respect, enhances productivity and supports teamwork and accountability; recruiting, hiring, and supervising staff; regular evaluation of staff work performance and timely feedback, support and guidance as appropriate; recommendations regarding job descriptions and personnel actions as needed for Board consideration; compliance with all employment and equal opportunity laws and regulations; timely communication with staff and Board of Directors; ensure all programs are aligned with strategic plan and its goals and objectives; monitor programs, grants and contracts to ensure deliverables and outcomes are achieved. Director will also be expected to work directly in programs to meet deliverables. This is an "all hands on deck" organization that expects all team members to help each other meet our mission and goals.
- **Fund Development:** Oversee implementation of strategies to create and sustain productive relationships and generate continuing support from foundations, corporate sponsors, and individual donors. Develop, oversee implementation, and monitor financial outcomes from fee generation activities.
- **Financial Management:** Develop an annual budget for review and seek approval of the board; ensure expenditures are within budgeted amounts; authorize and approve purchase orders, vouchers, and payments within parameters established by Board of Directors and organizational policies and procedures; sign checks on behalf of agency with a second authorized signature when required by Board policy; prepare budget revisions as needed and submit for approval by board; administer contracts and other agreements as approved by Board; respond to funder requests as needed. Ensure the maintenance of effective systems for service delivery through budget to actual reporting and the use of fiscal data as a management tool for decisions.
- **Asset Management:** Assure safety of CAHEC's assets, ethical and legal status.

- **Community and Partner Relationships:** Function as the primary link between the Colorado AHEC office at the University of Colorado Anschutz and CAHEC, including attending regular meetings. Establish and sustain relationships with other key nonprofit, business, and governmental partners to better serve the needs of CAHEC's mission.
- **Board Support:** Provide accurate, concise and timely information and counsel to the Board to facilitate effective Board participation in business planning, financial oversight, community outreach, and fund raising. Work directly with the Board of Directors on the development of strategic initiatives
- **Vendor Management:** Knowledge of vetting services via RFPs, ongoing communication and annual review of service vendors to ensure service deliverables and equitable pricing.

Physical Demands & Work Environment:

While performing the duties of this job, the Executive Director is frequently required to sit, walk, use hands to hold or feel, reach with hands and arms, see, talk, and hear and occasionally lift and/or move more than 50 pounds. Specific vision required by this job include close vision for reading/computer work. Occasional attendance at evening or weekend meetings and events is required and short and long-distance driving is required to fulfill demands of this position. CAHEC is an Equal Opportunity Employer.

Please submit resume and cover letter by April 30th, Attn: Dr. Bruce Cooper, CAHEC Board Chair via email to contactcahec@gmail.com. Please, no phone calls or drop-ins.

Position will be open until filled; however, we are hoping to make an offer by the end of May to begin working on or before July 1st, 2021 and attend our annual Nurse Educators Conference July 7th to 9th.