

Position Specification

Nonprofit Home Health and Hospice Organization President

The Company

Our client is a leading not-for-profit, community-based home health, wellness, hospice and palliative care organization. Its continuum of care ranges from preventative, to recovery, to end of life.

The Position

Location

Rocky Mountains Region

Overview

The President is responsible and accountable for the day to day affairs, direction and management of the Organization. The President, in collaboration with organizational leadership, the CEO and the Organization Board of Directors establishes, implements, and evaluates strategy and initiatives for the Organization that meets and promotes the standards of quality care and contributes to the total success of the Organization as well as their mission, vision and values.

The President is responsible for effectively and efficiently leveraging technology, resources and people in enabling the Organization to deliver unique and differentiating care and services to the patients and families in the communities it serves through the leadership, management and oversight of Organization's staff and volunteers.

The President is responsible for meeting or exceeding the Organization's budget, financial projections, goals and strategic objectives. The President ensures compliance with all regulatory requirements as set out in federal, state and accreditation standards, laws and regulations as well as the Organization Policy and Procedures.

The President serves as the Administrator of the Organization for state and federal regulatory requirements. The President must meet the state and federal requirements of the Administrator role as outlined in regulations.

The President also represents the Organization to the public on local, state, and national levels.

The success of the President will be measured by his/her ability to lead, meet and exceed the operational initiatives and financial metrics of the Organization, its home health, wellness, hospice and palliative care programs and services.



Reporting Relationship

The President will report directly to the Chief Executive Officer (CEO) and the Organization Board of Directors.

The President will oversee, through a direct reporting relationship, the following Senior Leadership team positions:

- Director of Clinical Services & Operations, Home Health
- Director of Clinical Services, Hospice
- Director of Quality, Compliance & Education
- Medical Director
- Director of Grief Support and Volunteer Services
- Executive Assistant (currently vacant)

Responsibilities

Essential Functions

- Responsible for the day to day leadership, direction and management of the Organization to ensure clinical, administrative, financial and fundraising success in alignment with the mission and values of the Organization.
- Responsible and accountable for meeting or exceeding the Organization's annual goals and operating plans, its budgeted financial performance including fundraising goals.
- Responsible and accountable for the development, communication, implementation and achievement of effective growth strategies for the Organization, including its branding, marketing, fundraising, and sales initiatives.
- In collaboration with the Network and its Vice President of Quality, Compliance and Risk management, responsible and accountable to meet or exceed the Organization's patient care goals, quality and compliance goals as well as the state and federal publicly reported patient/family satisfaction and outcome scores as well as Federal CoPs and state licensing requirements.
- Responsible and accountable for the monitoring, measurement and effectiveness of all internal and external processes. Provides timely, accurate and complete reports on the operating condition of the Organization to the CEO and the Organization Board of Directors.
- Develop, maintain and strengthen relationships with third parties, other health care providers, regulators, vendors, foundations, major donors, and other key constituents to ensure the success of the Organization.
- Hire, motivate and lead a high-performance management team; attract, recruit and retain the members of the senior leadership team. Collaborates with and provides supervision and support to the Organization's management team.
- In collaboration with the CEO and the Network CFO, oversee the preparation of the annual operating plan including capital and operating budgets for approval by the CEO and the Organization and Network Boards of Directors.
- Monitor, manage and publish monthly financial and other key performance metrics/data reports in a timely fashion in order to allow the Organization and its Leadership Team to effectively manage their scopes of the business.

- Work in collaboration with the CEO and other network senior executives to achieve the strategic and operational objectives of the Organization.
- Attend all meetings of the Organization and Network Boards of Directors meetings and, as appropriate, the Network Board Committee Meetings and other Network meetings.

Community and Industry Involvement

- Maintain a visible role and active engagement in appropriate Industry, Professional and Community organizations and functions.
- Represent the Organization and the Network externally to clients, providers, regulators, donors and other constituents.
- Actively recruit community and industry financial and non-financial support for the Organization operations, programs, and capital projects.

Policies and Procedures

- Responsible and accountable for ensuring compliance with organizational policies and procedures as well as state/federal regulations, accreditation standards and state licensing statutes for all programs and services.

The Candidate

The Organization seeks a forward thinking and proactive leader with expert knowledge of home health, hospice and other homebased health related services. The ideal candidate will possess a demonstrated track record of developing and retaining strong executive leadership teams, managing successful financial and clinical operations for a regional healthcare provider of similar size, and growing programs in size and scope of services. All candidates must be at ease with public speaking and willing to represent the Organization to the community at large, families, physicians, hospitals, donors, media and key stakeholders.

Professional Qualifications

- Minimum of ten (10) years' progressive leadership experience in a highly complex and diversified home health and hospice company; preferably with a minimum of five (5) years' experience at the Executive Director/President/CEO level.
- Bachelor's degree required; Master's degree preferred.

Personal Characteristics

Mission-driven - Alignment with the Organization and the Network mission, vision, values, service philosophy and standards.

Business Acumen - Exhibit executive bearing and sound business judgment; Possess an organizational focus and understand the perspective of different functional areas; fully understand the business, legislative, regulatory, fundraising and competitive environments; Understand and analyze financial and operational information and metrics; Make timely decisions, readily understand complex issues, and develop solutions that effectively address problems.





Results Orientation - Develop and achieve clear, realistic, and challenging goals that are aligned with targeted business results; Possess strong skills in prioritizing and aligning resources to achieve key objectives; Demonstrate an ability to handle multiple and competing priorities simultaneously; Demonstrate an ability to overcome obstacles and challenges in order to meet or exceed the Organization's goals and objectives; Hold oneself and others accountable for achieving or exceeding the corporate growth and financial metrics.

Leadership - Self-motivated and able to lead and excel in a high pressured environment; Inspire and motivate others to organizational commitment and results; Project and behave as a professional and role model, establish an environment of reliability, trustworthiness and responsibility; Hold oneself and others accountable for living the corporate mission and values; Understand one's own impact on situations and people.

Communication - Ensure that important information about decisions, plans, and activities is shared with the CEO, Board of Directors, Board of Trustees and Leadership Teams and is disseminated to others within the Organization; Encourage direct and open discussions about important issues; Listen attentively and clarify information for understanding; Speak clearly and confidently, present ideas in a clear, concise, organized and persuasive manner; Written and verbal communications are logical, organized, and coherent using an appropriate business writing style including correct grammar, punctuation, and spelling.

Developing and Empowering Others - Motivate others to perform at their best; Promote effective teamwork; Present clearly defined expectations and timely constructive feedback and encouragement on performance and results; assume a supportive and guidance role in mentoring associates along a professional growth continuum; Recognize and reward associates' achievements.

Accountability - Demonstrate a results-commitment, accepting responsibility for goal accomplishment within deadlines; Align resources to accomplish key objectives; Assign clear accountability for important objectives; Execute appropriate work-planning to address prioritization, resource needs and corrective actions; Meet or exceed project or initiative deadlines.

Service Excellence Mindset - Models, leads, and motivates all associates to be excellent in our service philosophy and our service standards.

Strategic Focus - Make significant contributions to the development and execution of the Organization, its Foundation and the Network strategic plans; inspire, motivate and align associates to achieve the strategic vision, objectives and plans for the Organization, its Foundation and the Network; and apply innovative thinking and creativity in tactical improvements and strategic execution.



To learn more about this opportunity or provide a confidential referral, please contact:

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