HEALTHNET OF ROCK COUNTY, INC.

JOB DESCRIPTION

Position: President & Chief Executive Officer
Reports to: Board of Directors
Position Type: Exempt
Hours Scheduled: 45-50 hours per week (frequent evening and Weekend hours as needed)

SPECIFIC RESPONSIBILITIES

- Organizational Leadership and Executive Oversight (15%)
    - Provides executive leadership and oversight of the organization's operations and clinical services through direct supervision of the Operations Director and Clinical Director.
    - Leads performance evaluation and professional development of direct reports.
    - Ensures organizational compliance with local, state, and federal employment regulations and applicable healthcare regulations.
    - Works collaboratively with Directors to ensure staff and volunteers are appropriately trained, licensed, credentialed, and operate within their scope of practice.
    - Establishes organizational goals, priorities, and performance expectations aligned with the strategic plan.
    - Maintains a positive organizational culture that supports HealthNet's mission, values, and commitment to high-quality patient care.

- Board Governance and Support (10%)
    - Works in partnership with the Board President to support the effectiveness of the Board of Directors.
    - Collaborates with the Board President to develop Board meeting agendas.
    - Serves as staff liaison to designated Board committees.
    - Ensures timely preparation and distribution of Board materials.
    - Supports Board development, governance activities, and strategic discussions.

- Fiscal Management and Resource Development (25%)

    - Develops and manages the organization's annual operating budget.
    - Oversees financial operations, including accounts receivable, accounts payable, payroll, and financial reporting.
    - Ensures responsible stewardship of HealthNet's facilities, equipment, and capital assets.
    - Leads fundraising efforts, major donor cultivation, and development initiatives.
    - Oversees grant development, submission, compliance, and reporting to governmental agencies, foundations, and community partners.
    - Works with the Board and leadership team to ensure long-term financial sustainability.

- Community Relations, Advocacy, and Public Affairs (25%)
    - Serves as the primary spokesperson for the organization.
    - Represents HealthNet with government agencies, healthcare organizations, community groups, and strategic partners.
    - Builds collaborative relationships that advance HealthNet's mission and expand access to care.
    - Promotes awareness of HealthNet's services and community impact through public speaking, media relations, and community engagement activities.
    - Leads organizational advocacy efforts related to healthcare access and health equity.

- Strategic Leadership and Organizational Advancement (25%)
    - Leads implementation and evaluation of the organization's strategic plan.
    - Identifies emerging opportunities, risks, and trends affecting the organization.
    - Collaborates with the Board of Directors and leadership team to establish long-term organizational goals.
    - Ensures organizational performance measures are monitored and reported.
    - Leads initiatives that improve efficiency, quality, patient experience, and organizational sustainability.

ESSENTIAL Qualifications

- Excellent written, verbal, interpersonal, and public communication skills.
- Valid U.S. Driver's License required.
- Demonstrated fundraising, grant writing, and donor stewardship experience.

- Minimum of five years of senior leadership or executive management experience required.
- Bachelor's Degree in Business, Public Health, Healthcare Administration, Nonprofit Management, or a related field required.
- Master's degree preferred.
- Knowledge of healthcare operations, nonprofit management, and community health preferred.
- Strong competency with operational budgeting and achieving financial goals.
- Proficiency with Microsoft Office applications and financial management systems.
- Demonstrated cultural competency and commitment to serving diverse populations.
- Strong organizational, strategic planning, and project management skills.
- Ability to manage multiple priorities and meet deadlines in a dynamic environment.

COMPENSATION

- Salary is competitive with comparable nonprofit executive positions.
- Health & dental benefits offered
- Paid time off and other benefits as established by HealthNet policy.

Apply and send resume at link below.

https://www.indeed.com/viewjob?jk=8eb64929fd100df0&from=shareddesktop_copy