If interested in being considered for this position, you must apply on the CrescentCare website using the following link:

[**https://crescentcare.org/contact/join-our-team/**](https://crescentcare.org/contact/join-our-team/)

**Chief Executive Officer**

The CEO is responsible for providing strategic, financial, and operational leadership for the Agency and will closely coordinate and work with the Board of Trustees and Senior Leadership team. The position requires exceptional relationship building and management skills, and knowledge of health care finance, operations, grant management, experience with capital campaigns/fundraising/development efforts, compliance, and quality improvement.

**AGENCY PERFORMANCE STANDARDS**

* Maintain high level of professionalism and ensure confidentiality.
* Treat clients, staff, volunteers, board members, etc., with dignity and respect.
* Develop talent within the Agency and support all staff development.
* Demonstrate initiative by actively participating in the resolution of problems.
* Identify areas for potential personal growth and development as it impacts the Agency.
* Take all necessary measures to properly use and maintain supplies and equipment.
* Respect and develop a productive, diverse, and inclusive workplace.

**KEY DUTIES AND RESPONSIBILITIES**

**Leadership**

* Plan, develop, implement, direct, manage, and grow the Agency’s operational and fiscal function and performance.
* Cultivate a personal connection with staff and inspire them in their daily work, setting the tone for CrescentCare’s inclusive culture, which should also include welcoming patients as valued members of their own care team.
* Provide expert guidance, support, and advice to others within executive leadership.
* Evaluate the Agency’s financial, operational, and programmatic structures to plan for continual improvements and growth; and a continual increase of operating effectiveness.
* Mentor, partner, and interact with members of the staff, at all levels, to foster growth and encourage development.
* Leading the development of the Agency’s short- and long-term strategies and policies.
* Directing the Agency in line with the goals and visions set by the Board and the mission of the Agency.
* Create, improve, implement, and enforce policies and procedures of the Agency that will improve the effectiveness of the Agency in the following areas: operational, financial, compliance and quality metrics.
* Communicate effectively and establish credibility throughout the Agency, and with the Board of Trustees as an effective developer of solutions to challenges.

**Strategy**

* Act as a strategic partner by developing and implementing the Agency’s plans and programs.
* Create a vision for the Agency’s growth while honoring its past work.
* Analyze and make recommendation on the impact of long-range growth initiatives, planning, and introduction of new strategies, services, and programs.
* Act as a strategic advisor and consultant offering expert advice on contracts, negotiations, or business deals that the Agency may enter.

**Finance**

* Balance the health center’s passion for the mission with its need to effectively operate as a business with a comfortable margin to ensure the long-term sustainability of the Agency.
* Work with finance team to develop a solid cash flow projection and reporting mechanism, which includes setting a minimum cash threshold to meet operating needs.
* Working with the Chief Financial Officer to prepare the Agency’s annual budgets, analyze the performance of each program and department.
* Improve the planning and budgeting process on a continual basis by educating departments and key members of leadership.

**External Relationships**

* Representing the Agency at functions, public meetings, and events.
* Building meaningful connections with the community, partners, and providers.

**Other**

* Overseeing quality and compliance throughout the Agency
* Meeting all requirements as a Federally Qualified Health Center
* Providing clear, accurate and timely information to the Board
* All other duties as assigned

# POSITION REQUIREMENTS

* 10 years of experience in leadership and management is required
* 3 years of experience in executive leadership is required
* Advanced degree in finance, business, health care, law, or another related field is required
* 5 years leadership experience in a federally qualified health center is preferred