

Position: Executive Director, North Sound Accountable Community of Health
FTE status: 1.0 FTE; salaried/exempt
Salary/Benefits: \$95,000 to \$110,000 DOE; benefits in accordance with personnel policy including health care and retirement benefits via WAHA (backbone organization)
Reports to: Governing Body via Board Chair; this position, while reporting to the North Sound ACH Governing Board, is an employee of the Whatcom Alliance for Health Advancement (WAHA), which serves as the administrative backbone organization for the NSACH

Job Summary

The Executive Director (ED) is responsible for executive leadership, strategic thinking and implementation, personnel and financial management, fund development and sustaining strategic relationships within the community and state. Skills in organizational design and development as well as a history of successful collaboration, innovation, and financial management as well as a demonstrated ability to lead diverse stakeholders to achieve collective impact are essential.

The successful candidate will be a visionary who studies trends in a rapidly changing healthcare environment and can align the North Sound Accountable Community of Health (North Sound ACH) to catalyze change. Experience in a leadership role in healthcare or a related arena will be crucial to success in this position. S/he must have outstanding leadership and management experience, with demonstrated success building, developing, and overseeing teams. The ED must be a data-driven decision-maker, thoughtfully incorporating relevant scientific and economic evidence and information to bring about improved outcomes.¹

Roles and Responsibilities

Executive Leadership and Strategic Engagement

- Serve as a practical visionary to help people see themselves in a transformed health environment and constructing the crosswalks from the current to the future state. Conceptualizes critical paths for achievement of deliverables, gathers and analyzes feedback and information, develops outcome-based agendas, and facilitates meetings. Supports the Governing Body in having effective discussions regarding future governance structures and other decision making. Strategizes with ACH members, other ACH colleagues, and stakeholders to transform health.
- Leads a wide range of stakeholders to ensure representation and participation of members of the full range of sectors that have an effect on health, including social determinants of health. Sector representation includes health systems, behavioral health, public health, oral health, a broad array of social services and supports, and community members, especially Medicaid-funded consumers
- Brings stakeholders together to analyze data, evaluate evidence-based projects, and implement projects that can effectively improve the public's health across the region
- Convene and balance diverse voices to ensure progress towards shared consumer-centered priorities in health transformation especially for those experiencing the greatest disparities
- Oversee compliance with state requirements and create a supportive infrastructure that fosters cooperation and the foundation for sustained success
- Maximize board effectiveness; develop an active working relationship with Governing Body members to leverage talents and spheres of influence to advance the ACH's mission and objectives
- Engages as a thought-partner with state leaders to shape strategy and on-the-ground implementation to improve equity in health transformation efforts
- Assures that transformation efforts result in consumer-centered health care

- Lead the Governing Body to define a strategic vision with a clear value proposition for the region that establishes the foundation for sustainability planning
- Provide accountability for ACH health transformation efforts with achievable goals

Community Engagement

- Represents the North Sound ACH effectively in external relationships, with local, regional and state stakeholders, consumers, elected officials, sponsors and funders; maximize stakeholder commitment and engagement
- Meaningfully engage communities and community members in the region concerning health care policies and access
- Forges new and creative organizational partnerships
- Ensures transparency to stakeholders and the diverse communities with varying interests and needs by establishing lines of trust and communication

Financial & Administrative Management and Legal Compliance

- Oversees tracking monthly financial performance and the preparation of the annual budget
- Develops funding priorities to assure financial sustainability
- Oversees and assists with grant applications to support activities
- Supervise the preparation and maintenance of proper financial and tax records and local, state and federal reporting including 501c3 requirements
- Manages organization's finances including developing and adhering to sound financial operating policies and procedures including contract and grant compliance. consistent with requirements under contracts including requirements;
- Negotiate and oversee contracts, letters of agreements and other administrative agreements
- Ensure that the organization is adequately insured against reasonable liabilities
- Ensure that the ACH is compliant with all appropriate local, state, and federal laws, including HIPAA compliance and Conflict of Interest considerations
- Manages ACH responsibilities as defined by state contract including working with third party administrator under the 1115 waiver and developing a budget and funds flow plan for distribution of incentive payments
- Complies with the terms and conditions of HCA Contract Number K1390, as amended, between the Washington State Health Care Authority (HCA) and WAHA, and with the fiscal management policies of WAHA

Human Resources Management

- Supervises and serves as a resource for staff; motivate and mentor staff to create high-quality and appropriate work utilizing resources efficiently; models and promotes team building and collaboration
- Ensures compliance with all appropriate laws governing human resources
- Complies with the human resources policies and procedures of WAHA

Desired Qualifications

- Significant senior management and supervisory experience in a non-profit, social service, public health or medical care setting
- Demonstrated ability to successfully promote a community-based organization by establishing community connections and building relationships with diverse stakeholders
- Demonstrated consumer-centered orientation
- Knowledge of theories, principles, techniques, and practices of carrying out complex multi- and cross-sector planning in the health, human services and/or community development fields, and managing groups with multiple perspectives and interests. This includes data analysis, and the ability to lead others in priorities

- Significant financial management experience developing and overseeing budgets of \$1 million or more
- Proven track record of strategic thinking and program development experience, preference for success in establishing new initiatives
- Familiarity with local, state and federal health policies
- Excellent oral and written communication skills, including public speaking experience using digital media and presentation technology such as PowerPoint
- Demonstrated commitment to improving the health and well-being of historically underserved and diverse populations
- Demonstrated successful management of grant, project and contracts -- preference for state and federal contracts
- Preference for demonstrated record of success working with a non-profit board of directors; strong understanding of non-profit management required
- Master's level education in health care or related field preferred; Bachelor's degree required.

Working Conditions/Physical Requirements

Work is performed primarily in an office environment. The office is very fast-paced with many deadlines to meet and includes potential exposure to repetitive stresses due to prolonged use of computers. Stress associated with receiving multiple tasks from various individuals may occur. Potential hazards include working in situations with complex social problems (mental health and substance abuse), complex family dynamics exposure to contagious diseases.

Sufficient mobility is required for the use of office equipment such as computers, telephones, files and the copier. Sitting for extended periods of time as well as lifting a maximum of 30 pounds (file storage boxes, supplies, etc.) may be required. The ability to communicate at a level sufficient to perform the essential functions of the position is required.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

It is the policy of the Whatcom Alliance for Health Advancement to not discriminate against any person with regard to race, color, religion, sex, age, national origin, sexual orientation, marital status or physical or mental disability.

ⁱ *The North Sound Accountable Community of Health (North Sound ACH) consists of individuals, organizations, and stakeholders committed to transforming our health systems to improve health, improve the experience of care, increase access, and lower costs for all residents in Snohomish, Skagit, Whatcom, San Juan and Island counties. Led by Governing Body that currently has 28 members representing 17 sectors, North Sound ACH recognizes that achieving these goals requires building stronger prevention and health promotion systems by focusing on community health, promoting the integration of physical, behavioral, and public health systems, and transitioning to performance-based strategies for health care payment. The Health Care Authority designated the North Sound ACH the first ACH in the state in July 2015. For a complete description of ACHs, refer to the Healthier Washington website.*