

CHIEF EXECUTIVE OFFICER

Since our founding in 1973, Boulder Valley Women's Health Center has been a leader in reproductive and sexual health care in our community. Our next Chief Executive Officer (CEO) will have the opportunity to take our innovative, mission-driven organization into its next chapter.

Women's Health is seeking a proven, executive-level candidate with exceptional leadership, management and relationship-building skills. The CEO of Boulder Valley Women's Health Center has overall responsibility for the leadership and management of the 501(c)(3) organization, including oversight of the medical clinic and education and outreach programs, and the development and execution of the strategic plan. The CEO is the public face of Women's Health and is responsible for maintaining and improving all aspects of external relations including donor development, governmental relations, media relations, developing strategic alliances, and continuously monitoring and enhancing the reputation of Women's Health in the community. Women's Health has an annual budget of almost \$3 million.

PRIMARY RESPONSIBILITIES:

LEADERSHIP & MANAGEMENT

- Develops and implements short-term and long-range strategies to execute the vision and mission of Women's Health according to established organizational values.
- Ensures ongoing clinical and program excellence, rigorous evaluation, and consistent quality of finance and administration, fundraising and communications.
- Establishes timelines and manages resources to achieve the strategic and operational goals of Women's Health.
- Actively engages and energizes staff, volunteers, board members, committee members, partner organizations, and funders.
- Leads, coaches, develops, and retains the Women's Health leadership team, and develops Human Resources program for retention, training and development of all staff.
- Regularly evaluates clinic operations and program components, including data analytics, to measure success at implementing the strategic plan.

SPECIFIC JOB DUTIES:

OPERATIONAL MANAGEMENT

- Ensures efficient operation of the medical clinic, including staffing, patient satisfaction and safety, procurement of pharmaceuticals, equipment and supplies, and maintenance of private and government medical insurance contracts.
- Oversees and ensures compliance with regulatory agencies and legal requirements.
- Establishes goals, objectives and evaluation methods for all programs.

PERSONNEL MANAGEMENT

- Oversees and ensures compliance with Human Resources policies and procedures for recruiting, hiring, supervising, training, evaluating and developing staff.
- Develops organization compensation and benefits package.
- Supervises the leadership team, including Medical Director, Clinical Director, Finance Director and Development Director.

FINANCIAL MANAGEMENT

- Develops, oversees and ensures compliance with all Financial Policies, including risk management.
- Oversees development of the annual budget for Board review and approval.
- Monitors monthly variance reports and metrics and adjusts to meet financial targets and operational needs.

DONOR DEVELOPMENT AND FUNDRAISING

- Expands local revenue generating and fundraising activities to support existing and proposed programs, and establishes and maintains excellent relationships with public and private funders.
- Establishes yearly goals for fundraising, donor development and grants, including identifying new private and public opportunities.
- Participates in fundraising events and donor development activities.

EXTERNAL RELATIONS, COMMUNICATIONS AND MARKETING

- Deepens and refines all aspects of communications with the goal of creating stronger recognition in the community for the services and programs provided by Women's Health.
- Establishes and maintains relationships with political and community leaders, and advocates for improved access to reproductive and sexual health services.
- Oversees development of a marketing plan for medical services and outreach to new patients.

BOARD OF DIRECTORS

- Attends Board meetings and Board committees as an ex officio member and maintains ongoing communications with Board members.
- Advises the Board on strategy, operations, governance, and public policy matters.
- Serves as liaison between staff and Board.

QUALIFICATIONS AND EXPERIENCE:

REQUIRED:

- Degree in Health Administration, Public Health, Nonprofit Management, Business, Public Administration, Social Work or related field.
- Minimum of five years of management experience at the Director level.
- Outstanding organizational management abilities, including demonstrated success coaching staff, managing and developing high-performance teams, setting and achieving strategic objectives, and managing a budget.
- Strong written and oral communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Enthusiastically pro-choice.

PREFERRED CANDIDATES WILL DEMONSTRATE:

- Master's degree.
- Clinical background.
- Director-level experience in a human service or health care agency.
- Experience managing operations at a medical clinic, including familiarity with clinically integrated networks, electronic practice management systems, quality reporting for incentive programs, medical insurance billing in the post-ACA environment, Medicaid, and other government programs.
- Nonprofit management experience, including success working with a board of directors.
- Experience with marketing and outreach to patients, including medically underserved populations.
- Demonstrated success raising funds through grants and donor development.

- Demonstrated success engaging a wide range of stakeholders and cultures and working effectively in collaboration with diverse groups.
- Experience advocating for reproductive health or a social justice cause.

WHY WOMEN'S HEALTH?

- ✓ **We make a real impact** for those we serve. As Colorado's first abortion provider in 1973, and again as the first provider of trans and gender affirming health care services in Boulder County in 2011, we remain innovative and locally focused, honoring the legacy of our founders. We aim to create access for those who need it the most by breaking down barriers that exist in our community.
- ✓ **We support each other.** The culture at Women's Health is built around trust, collaboration, and respect. Diverse backgrounds, experiences and viewpoints are celebrated and valued here. Our approximately 40 staff members are driven by their personal passion for our cause, and come together to build strong, effective programs.
- ✓ **Our benefits package** for full-time employees includes eight paid holidays, paid time off (vacation + sick), medical coverage, long-term disability and a 403b retirement plan.

The Mission of Boulder Valley Women's Health Center is to provide accessible, confidential and comprehensive gynecological and reproductive health care, including sexual health services and education. We envision a healthy community of people empowered to make informed choices about their sexual health and well-being.

Diversity is at the core of the work that we do. Women's Health is committed to promoting diversity, multiculturalism and inclusion in the workplace, and we encourage people of all races, ethnicities, abilities, gender identities and sexual orientations to apply.

Salary: \$100,000 - \$115,000 based on qualifications.

TO APPLY:

Please submit your resume and cover letter electronically (PDF or Word) to grace@bvwhc.org by **February 9, 2020**. Please include the position title in the subject line. *Applications without a cover letter will not be considered.*