



Foundation *for*
Healthy Communities

Position Description

Title: Executive Director, Foundation for Healthy Communities

Reports to: President/CEO, New Hampshire Hospital Association

Purpose: Lead the Foundation for Healthy Communities as the Executive Director. Foster collaborative relationships between key stakeholders to advance strategic goals. Advise and guide the New Hampshire Hospital Association on public policy issues related to quality of care, access to health services and prevention.

FLSA Status: Full-time/Exempt/Salaried

Essential Duties, Responsibilities and Leadership Characteristics

- Demonstrates a commitment to the concept of population health and has an understanding of the health care environment in NH with a strong understanding of current and emerging community needs
- Able to adapt to a changing, fast paced environment and use sound judgement to anticipate what's coming in the future to determine the "right" priorities to ensure success in our efforts
- Has the experience, commitment and leadership required to forge new relationships with partners and funders that support and maintain the viability of the organization and advance its strategic goals
- Be responsible for the business affairs of the Foundation in accordance with the Bylaws and associated policies and procedures of the organization
- Ability to carry out a high level, strategic vision that ensures the mission of the Foundation is carried forward through our programs and initiatives helping to increase awareness of them as well as foster integration amongst them
- Established record of affinity for finding funding sources and ability to actively seek external partners to create new opportunities
- Passionate & supportive regarding equity – ensuring it is integrated into all of our work
- Readily is able to collaborate: programs & staff, teams and external partners – develops a network of informal advisors for advice and support to resolve problems and challenges
- Actively networks and builds / sustains / upholds the reputation of FHC and is able to clearly articulate its activities as well as the vision and mission to the community
- Operates at 30,000 foot level but recognizes programmatic details and challenges
- Understands the political environment and is astute at crafting and delivering appropriate messages about FHC efforts
- Open to new ideas and willing to try new things – demonstrates creative "out of the box" thinking in developing new programs yet grounded in the practical reality of operations
- Enthusiasm for all projects - optimistic drive with focus on finding solutions especially in challenging situations
- Serve as designated FHC Executive Director in Boards, Steering Committees and other leadership functions as required by programs within FHC

- Demonstrates strong operational excellence:
 - Sound knowledge of policies, legislation and practices that govern FHC
 - Translates strategy into implementation plans
 - Strong project management skills
- Contribute to Foundation for Healthy Communities and the New Hampshire Hospital Association organizational missions and strategic plans as a member of the senior management team
- Participates as an ex-officio member of the FHC board of trustees
- Carry out all the policies of the FHC board of trustees
- Establish, review and revise a formal plan of organization and operation of the Foundation, subject to the approval of the board of trustees
- Supervise FHC staff, as appropriate, in support of FHC initiatives
- Perform other duties and special projects as assigned

Required Skills and Knowledge

- Years of experience: Ten or more, non-profit leadership experience strongly desired
- Education: Master's Level in Public Health, Health Management or related field
- Develops trust and respect, has strong listening skills to create an inclusive environment by actively soliciting and valuing others' opinions
- Financial acumen & analytical skills– developing and interpreting budgets; resourceful and fiscally responsible in using FHC funds with consideration for requirements of a complex mix of grants
- Integrates equity in daily work
- Fosters a collaborative approach – develops improved communications and collaboration amongst FHC staff / programs –able to look at our interconnectedness
- Comfortable with autonomy; does not micromanage allows program staff to lead
- Effective employee management – engages, supports, motivates, empowers, is a team builder; recognizes and celebrates successes
- Employs adaptive leadership skills that are critical in Collective Impact model / backbone structure
- Demonstrated change agent
- Marketer of ideas as well as talents of staff / resources – adds vision, identifies support needed by others
- Effective communication skills in many mediums - both external and internal
- Accessible – physical presence available to staff but connected to external partners as well
- Good time management and strong organizational skills, ability to navigate multiple tasks and adjusting priorities
- Able to work with many personalities
- Maintains a healthy “work / life” balance as a role model for staff, committed to personal wellness and using stress management techniques

The New Hampshire Hospital Association and the Foundation for Healthy Communities are located at 125 Airport Road in Concord, New Hampshire.

Please send a letter describing your qualifications and a resume to Sally Short (sshort@nhha.org) by June 23, 2017.