**Chief Executive Officer**

**This job exists to:** Supervise and directs the activities of the Leadership Team and oversees and directs financial stability of the organization. The ideal Chief Executive Officer will remain current with standards of primary health care and behavioral health care practice.

**Primary Responsibilities**

* Supervises and directs the activities of the Leadership Team
* Oversees and directs financial stability of the organization
* Remains current with standards of primary health care and behavioral health care practice
* Directs feasibility of expansions of services
* Leads, establishes, evaluates, and revises [CHC] corporate business and service delivery strategy
* Oversees corporate fundraising (grant writing, donor development)
* Oversees outreach efforts and community relationships
* Leads, negotiates and monitors written collaborative memoranda of agreement with other organizations for continuum of care in patient services
* Conducts Leadership Meetings to coordinate the various components of fiscal and direct service providers
* Represents the organization in meetings in the community, state, and region
* Meets as needed with members of Board of Directors to implement committee activities
* Implements goals and objectives of the Board of Directors as specified in the Strategic Plan and in board meetings and supervises the scheduling and notifications of monthly board meetings and packets of information

**Education and Experience**

* Master’s Degree in Business Administration, Public Health, Health Care Administration, or a related field; Bachelor’s degree will be considered
* Experience working in a Federally Qualified Health Center
* Experience working with medically underserved populations
* Minimum 5 years’ experience in an upper management position

**Physical Demands**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk, hear, taste or smell. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

**Work Environment**

The work environment characteristics described in this job description are representative of those an employee encounters while performing the essential functions of this job.  The noise level in the work environment is usually moderate.