



ADVANCING INTEGRATED HEALTHCARE

## EXECUTIVE DIRECTOR

Care Transformation Collaborative of RI (CTC-RI)

**Reports To:** President of the Board of Directors

**FLSA Status:** Exempt

**Risk Designation:** High

### Description

#### Job Summary

The Executive Director supports the vision and mission of CTC-RI as a multi-payer advanced primary care initiative that leads transformation of primary care in the context of an integrated delivery system.

The Executive Director provides senior leadership, strategic direction, program oversight and administration to further develop and expand CTC-RI. The Executive Director reports to Board of Directors and is accountable to both the President of the Board of Directors and Chair of the Finance Committee. This individual is responsible for developing and maintaining a sound financial reporting system including the generation of an annual operating plan and budget for Board approval. The Executive Director oversees day-to-day operations of the organization including contracting, grant writing and management of staff and consultants engaged in execution of CTC-RI deliverables and project work. The Executive Director and Chief Clinical Officer work as co-leaders for CTC-RI and collaborate on achieving the mission and annual operating plan.

#### Essential Duties and Responsibilities

##### Leadership and Board Development

- In conjunction with the Board of Directors, lead the strategic planning and development of short- and long-range plans that are consistent with the bylaws and tax status of CTC-RI.
- Lead planning, implementation, execution, monitoring and evaluation of strategic plan initiatives inclusive of regularly reporting to Board on progress and outcomes.
- In collaboration with the Finance Committee, establish, monitor and report on the annual budget and ensure financial health of the organization.
- Conduct annual Board Survey for feedback on effectiveness and opportunities for improvement.
- Support nominating committee in increasing diversity, equity and inclusion (DEI) of CTC-RI Board members.

### **Build and maintain key stakeholder relations and engagement with CTC-RI**

- Cultivate and maintain positive working relationships between the CTC-RI primary care practices, systems of care, health insurance plans and key stakeholders to achieve mission/vision and strategic goals.
- Establish and maintain an efficient and effective committee structure. Provide strategic project management leadership for board committees including Board of Director, Finance and Executive Committee meetings. Serve as an ex officio member of all working committees within the CTC-RI program.
- Key stakeholders include health plans, state agencies (e.g. OHIC, EOHHS, RIDOH, BHDDH), primary care providers, systems of care, business groups, academic partners, patient representatives and persons with lived experience.
- Be a resource for educational activities for legislators

### **Operations and Human Resources**

- Establish a staffing plan to meet organization objectives. Oversee CTC-RI staff and related staffing contracts, seek to ensure DEI.
- Cultivate and promote staff leadership and accountability.
- Establish a culture of teamwork and high performance.
- Conduct 360 review of Executive Director and annual SMART goals for staff.
- Support and ensure the development of program policies and procedures to achieve objectives for CTC-RI.
- Leverage management contract with HCA for back-office support including information technology, payroll processing and human resource support.

### **Business Development, Financial Management and Compliance**

- Oversee all grants and contracts associated with CTC-RI
- Work with co-conveners and health plans on continued support of CTC-RI core operating budget annually.
- Actively seek additional grants and contract opportunities that increase mission aligned investments in primary care transformation.
- Maintain internal financial systems and controls.
- Support annual financial audit and 990 annual report development.
- Supports all compliance activities and ensures all needed actions are taken.

### **Increase visibility for our work in RI**

- Work with regional and national collaborators to share best practices and innovative models of practice transformation.
- Disseminate and present CTC-RI work at regional/national level.
- Represent CTC-RI to all applicable external clients, including making or assigning presentations to external audiences.

### **General Requirements**

- Position can be full-time or part-time
- Effectively use and manage resources (including human resources and staff development)
- Demonstrate fiscal responsibility

- Develop and implement effective system transformation programs
- Provide high quality customer service
- Demonstrate performance improvements year-to-year

## **Minimum Qualifications**

### **Education and Experience**

- Master's degree in public health, Public Policy or Business Administration or related field preferred
- 7-10 years of healthcare-related experience or commensurate experience
- Demonstrated experience in health system transformation with focus on primary care preferred
- Proven experience leading/managing high performing teams
- Demonstrated experience in business development and financial management of nonprofit organizations (with budget of \$5M+ annually)
- Experience with grant writing and state and federal grant management
- Project management experience, 3-5 years
- Knowledge of the RI healthcare environment preferred

### **Skills and Training**

- Strong leadership, communication, administrative, negotiation skills, and ability to create and deliver effective presentations to diverse groups.
- Excellent interpersonal skills and ability to work with and through people to get the job done. Assertive and diplomatic; able to quickly establish credibility. Able to develop and maintain long-term working relationships.
- Program development skills including practice facilitation
- Exercise sound judgment: able to assess and differentiate urgency and priority and make decisions accordingly.
- Able to maintain confidentiality with all aspects of information (including patient data) in accordance with CTC-RI's philosophy and policy, and in keeping with all contract requirements. Must handle the most sensitive and confidential matters with the utmost discretion.
- Excellent verbal and written communication skills. Ability to read, write and analyze standard business information. Ability to communicate complex ideas effectively.
- Demonstrated experience in healthcare QI tools that lead to large scale change and improvement.
- Demonstrated experience with having authority and accountability for meeting all contract deliverables and requirements within budget.
- Must demonstrate strong customer service orientation.

### **Licenses and/or Specialized Knowledge**

- None

### **Supervisory Responsibilities**

- The Executive Director has overall accountability for supervision of staff and contractors. Senior staff report directly to the Executive Director and have delegated supervision accountability of assigned team members.

**Work Environment**

This position will work in a hybrid model working remotely and in-person in an office setting.

**Physical Demands**

The tasks of this position are typical for working in an office environment. An associate is regularly required to perform tasks while sitting at a desk for extended periods of time, often using a computer. Periodic travel out of the office for meetings, including periodic out of state travel etc. will be required.

**Developed: revised 12/17/24**

The statements contained herein reflect information necessary to describe the principle 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 to otherwise balance the workload.