

**Erie Niagara Area Health Education Center (EN AHEC)
Executive Director**

Job Description (Page 1 of 3)

Position Title: Executive Director

Description: The Executive Director is responsible for the overall management, operational leadership, coordination, program planning, development, and evaluation of the activities of the Erie Niagara Area Health Education Center (EN AHEC). The specific duties of this position are described below.

Reporting: The Executive Director will report directly to the Board of Directors of the EN AHEC and indirectly to the Director of the New York State AHEC System Statewide Office.

Duties:

Leadership/Program Management

- Insures and maintains open communication between the center and staff, the statewide office and members of the board, local healthcare providers, and agencies that are key stakeholders in the programs.
- Represents the organization in the community, working openly and equitably with all constituents, for example, government agencies and network participants.
- Provides support to the Board and its committees, implements policies and attends Board, Executive, and other standing committee meetings of the organization.
- Ensures effective day to day operations of the organization including: selecting, hiring, and evaluating personnel; developing, and maintaining procedures and practices that direct the actions of the EN AHEC.
- Establishes and implements a written plan of internal and external fiscal/resource control, ensuring that funds are expended effectively, that annual operating and capital budgets, position controls, and multi-year forecasts are prepared and reviewed; revises and justifies same to the Statewide Office, the Board, federal and state government agencies and participating colleges and universities; monitors and presents monthly operating and outcome results to the Board.
- Directs the preparation of an annual Operational Plan and Evaluation report.
- Negotiates contracts with EN AHEC program participants and the New York State AHEC System Statewide Office as appropriate.
- Selects all appropriate and applicable insurance coverages and directs effective safety and risk management programs for all EN-AHEC Employees.
- Ensures compliance with all applicable laws and regulations, and designs systems for prompt reporting of, and action upon, evaluation findings and/or the recommendations of authorized planning, regulatory, and inspecting agencies.
 - Performs any other duty that may be necessary to ensure that the best interests of the EN AHEC are achieved.
- Responsible for maintaining consistent revenue funding streams to support the long-term sustainability of the organization.

Operational Compliance

- Adherence to strict program reporting timelines, ensuring all data and narrative reports are furnished to the statewide office on or before designated due date

Erie Niagara Area Health Education Center (EN AHEC)

Executive Director

Job Description (Page 2 of 3)

- Timely submission of monthly expenditure invoices to the statewide office for reimbursement.
- Manage the timely filing of all required documentation for optimal programmatic compliance.

Educational Coordination

- Works with faculty coordinators and the New York State AHEC System Statewide Office to plan and implement community-based training experiences in the medically underserved areas of Erie and Niagara counties for health professions students and residents.
- Insures that educational programs are well coordinated and that training requirements are achieved and evaluated.
- Seeks external funding to support a variety of program developments by:
 - Coordinating the preparation of grant proposals.
 - Identifying funding sources.
- Insures that a needs assessment is conducted to determine the continuing education and faculty development needs of local area health professionals who serve as preceptors.
 - Oversees the design, implementation and presentation of continuing education programs for these providers.
 - Works collaboratively with the directors of faculty development [in area colleges and universities] to plan and offer programs.
- Insures that elementary, high school and college students, particularly those from disadvantaged and underrepresented minority backgrounds have an opportunity to learn about careers in the health professions.
- Ensures that a program to track performance outcomes and overall program effectiveness is implemented.

**Erie Niagara Area Health Education Center (EN AHEC)
Executive Director**

Job Description (Page 3 of 3)

Qualifications:

Required:

- Master's degree in public health, health administration, education, business administration/management, or a related field.
- At least ten (10) years of senior management experience
- At least ten (10) years of non-profit administration and management practices.
- Excellent written and oral communication and interpersonal skills.
- Experience in grant writing, procurement and management.
- Strong financial management experience, with direct emphasis is budget development and administration.
- A strong sense of leadership and self-direction; able to cope with a high degree of job stress and organizational change.
- Work without supervision and function as a member of a team.
- Computer literate; able to gather and analyze data and demonstrate critical thinking and problem solving skills.
- Familiarity with local health and human services agencies and provider networks.
- Experience with external revenue generation, outside of state and federal funding.

Interested Applicants must submit a resume and cover letter to search@en-ahec.org.