



## **Job Title: Executive Director (part time)**

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Colorado Center for Primary Care Innovation (CCPCI) staff, programs, expansion, and execution of its mission. The ED will initially develop deep knowledge of core programs, operations, and if applicable, business plans.

Functional responsibilities for the Administrator include but are not limited to the following:

- **Leadership and Management:**
  - Ensure ongoing local programmatic excellence, program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
  - Actively engage and energize volunteers, board members, event committees, partnering organizations, and funders.
  - Develop, maintain, and support a strong board of directors; seek and build board involvement with strategic direction for local operations.
  - Lead, coach, develop, and retain a program management team for funding awards.
  - Provide oversight and ensure effective systems to track progress, regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents to emphasis future industry replication and spread.
  - Build new partnerships in relevant markets, establishing relationships with funders, as needed.
  - Conduct regular Board of Directors meetings, a minimum of 4 per year.
- **Fundraising and Communications:**
  - Support a strong board of directors in focusing on fundraising opportunities to support existing program operations and potential new programs.
  - Support all aspects of communications—web presence, external relations, Westminster Medical Clinic collaboration, including participation on the Westminster Medical Clinic Patient Advisory Board.

Education, Experience, & Character:

- Advanced degree such as MHA, MBA, or MPH and at least 2 years project management experience.
- Commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with leadership and/or directors to cultivate relationships
- Knowledge or marketing, public relations, and fundraising with ability to engage a range of stakeholders and cultures
- Knowledge of primary care practice operations and understanding of industry challenges by which primary care can address.
- Passion, idealism, integrity, positive attitude, mission-driven, self-directed, action-oriented, adaptable, innovative

At this time, this position is a volunteer position with the potential to be paid in the future. To apply, please send your resume and cover letter to [rsh.wmc@gmail.com](mailto:rsh.wmc@gmail.com).