Upstate Area Health Education Center (AHEC)
Position Description

Position Title:  Executive Director
Reports to:  Board of Directors

Summary:  The Upstate AHEC Executive Director is responsible for the successful leadership, management and direction of Upstate AHEC consistent with the strategic plans approved by the Board of Directors.

PRIMARY DUTIES AND RESPONSIBILITIES:

General Administration:
1. Assure that the organization has a long-range strategy which achieves its mission, assures outcomes and stays abreast of significant healthcare trends and developments that impact the agency’s future.
2. Work with the Board of Directors to develop program, organizational, and financial plans and carry out plans and policies authorized by the Board.
3. Maintain official records and documents; ensure compliance with federal, state and local regulations.
4. Ensure organizational adherence to contractual agreements between Upstate AHEC, SC AHEC and funders.
5. Lead or participate in statewide partnership initiatives as requested or elected.
6. Maintain a safe headquarters building housing Upstate AHEC, maintain appropriate city documentation, and meet city fire code requirements.

Program Development and Management:
1. Demonstrate a commitment to developing quality programs and services.
2. Research, monitor and respond to current trends in healthcare programming that require changing and adapting to serve needs of healthcare professionals.
3. Implement comprehensive program objectives that meet the educational/licensure requirements of current and future healthcare professionals.
4. Develop programmatic recruiting objectives for high school and college students in order to expand the number and diversity of students entering healthcare professions.
5. Maintain a database that appropriately reflects program outcomes and successes.

Staff Supervision:
1. Recruit, employ, develop and supervise professional and support staff.
2. Ensure that job descriptions are complete, performance evaluations are held, and sound human resource practices are in place.
3. Build on strengths of all staff, creating a unified team.
4. Provide staff development and education.
5. Promote a problem-free work environment by providing positive leadership and a strong professional example.
6. Solve employee problems with mediation and conflict resolution.
7. Maintain a stress-free work environment that attracts, maintains, and motivates a diverse and talented, committed staff.
8. Provide appropriate salaries and benefits in line with equivalent positions of other AHEC centers and state agencies.

**Budget and Finance:**
1. Develop and maintain sound financial practices using professional accounting guidelines.
2. Work with the staff and board to prepare a realistic budget.
3. Ensure that Upstate AHEC operates within budget guidelines.
4. Manage state, federal and private funds in accordance with laws and regulations.
5. Identify and pursue consortium memberships and other funding streams that are consistent with the organization’s mission, vision, and goals.
6. Conduct official correspondence and execute legal documents within the parameters of organizational mission, goals, and bylaws, and in compliance with federal and state regulations.
7. Ensure an annual professional audit.
8. Maintain and strong relationship with the agency’s investment firm and provide timely investment information to the board.

**Communication and Marketing:**
1. Keep board of directors informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of the organization’s programs.
3. Establish sound working relationships and cooperative agreements with appropriate groups and organizations.
4. Represent the programs of Upstate AHEC to funders, constituents, agencies, organizations, the legislature, and the general public.
5. Use external presence and relationships to garner new organizational opportunities.
6. Assure that the agency is utilizing the most up-to-date technology and marketing methods to communicate with constituents, prospective customers and the community.
7. Develop and implement strategic marketing plans to grow programs and memberships through both social and traditional media.

**QUALIFICATIONS:**
**Education:**
- Master’s Degree in healthcare, education, management, or other related field required. Experience commensurate with a graduate degree will be considered when appropriate.
Experience:
• A minimum of five years’ experience managing people, projects, and budgets, preferably with a non-profit organization.
• Demonstrated knowledge and experience in health care, continuing professional development, management, or related field.

Competencies:
• Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
• Effective communication skills among multiple audiences using a variety of formats.
• Strong capacity for relationship building with academic, community, and financial partners.
• Proficiency with MS Office software.

Physical Demands:
While performing the duties of this job, the Executive Director is regularly required to sit, stand, speak and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

Travel:
The Executive Director must be able to travel to attend meetings, conferences, training, and other events.

Other:
• Must have a valid SC driver’s license and a reliable means of transportation.
• Must have a flexible schedule that allows for some travel within the 11-county Upstate AHEC service region, consistent travel to Columbia and Charleston, SC.
• Ability to meet a flexible work schedule, if necessary.

Environmental Working Conditions:
• No unusual working conditions exist. The Upstate AHEC office is located at 104 South Venture Drive, Greenville, SC 29615.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, opportunities, skills and physical demands required of the position.