

Blue Ridge Area Health Education Center
7 Ivy Street, NE
Rome, GA 30161

POSITION TITLE: Executive Director

IMMEDIATE SUPERVISOR: BR AHEC Board of Directors

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Provide leadership in grant writing, delivery of programs, services, budget and financial management, public relations, community relationships and partnerships, human services, and board development for a non-profit organization.
- Assist the Board of Directors in developing a vision and strategic plan to guide the organization in addressing healthcare workforce regional needs and solutions.
- Develop an operational plan that moves the organization to attain objectives and goals, including any contract deliverables.
- Serve as a spokesperson for the organization by communicating with stakeholders/health systems/funders/community groups/academic institutions to advise them of the work of the organization and the benefits to the region.
- Oversee the day-to-day operation of the organization, including monitoring of programs and services rendered to maintain and improve quality.
- Recruit and select staff who have the needed skills, abilities, and talent to assist the organization to meet its mission.
- Foster effective team building and team work among the staff.
- Oversee implementation of human resources policies, procedures, and practices and conduct annual performance reviews of all staff employed by the Center.
- Annually draft a proposed budget for Board approval
- Ensure that staff accomplishes specific duties in their area of responsibility to help achieve AHEC mission.
- Plan, develop, and implement training programs or experiences in conjunction with other key partners to meet the deficits that have been determined in the workforce needs assessment study.
- Develop strategies to encourage more primary care providers (MDs, DOs, NPs, PAs) to move to the AHEC region.
- Develop working relationships with academic institutions, hospitals, public health departments, community health centers, private practices, and consumers in the region and throughout the state.
- Ensure that personnel and student information is securely stored and confidentiality is protected. When appropriate, destroy files in a timely and secure manner.

- Draft or revise existing policies annually and seek Board approval when changes are needed.
- Maintain an efficient and cost effective organization.
- Attend state, regional, and national seminars and conferences, when appropriate.
- Maintain positive relationships with other Georgia AHECs and the Statewide AHEC Program Office.
- Prepare and submit timely reports to the Statewide AHEC Program Office and maintain on-going communications with this entity regarding programmatic and administrative activities.

RELEVANT KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of leaderships and management principles as they relate to non-profits.
- Good planning, organization, problem-solving, time management and administrative skills.
- Ability to work independently, to take advantage of circumstances, and to function with minimal specific direction.
- Knowledge of health workforce issues both regionally and in the state of Georgia.
- Excellent people skills.
- Knowledge of health professions education and the various health professions careers.
- Knowledge of human resources, financial and project management.
- Good command of English language, both spoken and written.
- Flexibility and adaptability.
- Creative and innovative thinking.
- Grant writing knowledge and history of successful proposals being funded.

MINIMUM REQUIRED QUALIFICATIONS:

- Masters Degree in Healthcare, Education, Public Administration, Public Health
- Knowledge of Northwest Georgia communities, preferred.
- Willingness and capacity to travel primarily the 20 BR AHEC counties but also the rest of the state.
- Five years experience in management
- Five years of healthcare experience
- Secure with Microsoft Office Suite and/or additional database applications

To apply please send a cover letter, resume, salary requirements, and three professional references to Denise Kornegay at dkornega@augusta.edu.