



PRESIDENT & CEO JOB DESCRIPTION

HEALTHCARE INITIATIVE FOUNDATION (HIF) OVERVIEW:

The Healthcare Initiative Foundation (HIF) was established as a 509(a)(3) grantmaking organization in 1973 as the Suburban Hospital Association (Md.) Foundation. Since inception, the Foundation has distributed over \$83 million to an array of organizations and activities retaining an exclusive focus on improving healthcare for residents of Montgomery County, Maryland. In 1980, the scope of giving broadened and accordingly the name changed to the Suburban Maryland Health Foundation. The current name, Healthcare Initiative Foundation, dates from 2002. The Foundation operated anonymously until 2007, when the board hired the Foundation's first staff person to facilitate the grantmaking and begin to build a public presence.

On July 1, 2012, HIF transitioned from a 509(a)(3) charitable support organization to a 501(c)(3) private foundation. The HIF's mission is to support organizations that offer solutions to improve the quality and delivery of healthcare for all residents of Montgomery County, MD. The Foundation envisions a county where all residents are served by a high-quality, comprehensive, cost-effective, and sustainable healthcare system. See our website for additional information. www.hifmc.org.

PRESIDENT & CEO POSITION OVERVIEW:

Serves as the chief executive officer of the Foundation, responsible for overseeing and carrying out the vision, mission policies and strategic plan established by the Chairman and the Board of Trustees. Executes, and supervises HIF staff and consultants in executing effective administrative and program (grantmaking) operations. The President and CEO will also appropriately represent the Foundation with external parties.

This is a full-time, exempt position which reports directly to the HIF Board of Trustees. HIF's general business hours are 9am-5pm, Monday through Friday with occasional early morning, evening, and weekend meetings and events. Most of the work is performed onsite though there may be occasional travel county and statewide.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Envisions, shapes and advances the Foundation's strategic direction.

- Works in collaboration with the Chairman and the Board of Trustees to establish governance, grantmaking and administrative strategy and policy.
- In collaboration with the Chairperson, assures the well-informed, efficient, and smooth operation of the Board of Trustees and its meetings.
- Explores alternative strategies to further the mission.
- Identifies emerging issues.

2. Exercises active fiscal, governance, and operational oversight.

- Assures that activities of the Foundation comply with applicable federal, state, and local laws and regulations, are ethical and based on philanthropic best practice.
- Oversees the daily operation of the Foundation's office, with overall responsibility for grantmaking, collaborative activities with other funders and nonprofits, administration, and communications.
- Manages HIF staff and delegates tasks as necessary to ensure Foundation goals are being met.
- Oversees the grantmaking process to ensure adherence to the strategic goals and grantmaking policies of the Foundation.
- Manages the process of using professional advisors in human resources, technology, investment management, financial reporting and audit, legal counsel, public relations, and grant making, as may be required by law, to operate the Foundation efficiently, or to carry out the Board of Trustees' directives.
- Assesses the relevance and effectiveness of the Foundation's governance, management and grant making.

3. Welcomes public interest and communicates openly.

- Seeks (and provides) input on Montgomery County's healthcare needs.
- Keeps current on developments in philanthropy and community healthcare.
- Presents a clear, consistent and accurate account of the Foundation's work, history and mission.
- Represents the Foundation to government officials, grantees and grant seekers, the philanthropic community, the general public, and the media as necessary.
- Responds to requests for information promptly.

4. Implements a philanthropic program employing multiple strategies.

- Develops active collaborations and partnerships to improve county healthcare with other philanthropies, nonprofits, government, and private enterprises, as appropriate.
- Promotes best practices with others in the field. Shares lessons learned.
- Provides technical assistance to grantees or other nonprofits, as necessary.
- Explores a range of financial support options including general operating, project, capital, research, emergency, multi-year, and challenge grants.

5. Performs any other duties related to the above or to other areas as needed.

DESIRED SKILLS, CHARACTERISTICS, COMPETENCIES AND EXPERIENCE:

- Mission-driven, with a passion for issues related to healthcare access and a healthy Montgomery County for all residents.
- Bachelor's degree in a relevant field required. Advanced coursework and/or degree in public health, public administration, or nonprofit management preferable, with emphasis on policy and evaluation.
- Minimum of 8 years of relevant work experience, preferably working with and/or for the health and human services non-profit sector.
- Experience in the management/supervision of staff.
- Familiarity with best practices in nonprofit management.
- Knowledge of state and local government structures and processes.

- Familiarity with the work of local nonprofits and community partners.
- Ability to think strategically and work with Board of Trustees in setting a vision for philanthropy for the organization.
- Strong interpersonal skills, including proven ability to work with the public and diverse groups of people, as well as lead a small team.
- Ability to listen carefully, think critically, and make fruitful connections between stakeholders.
- Self-disciplined, self-starting style and accustomed to developing and independently managing a portfolio of work.
- Excellent analytical skills and ability to distill information.
- Strong organizational skills and attention to detail.
- Ability to connect partners from different sectors in collaboration.
- Strong stewardship of confidential data.
- Effective communication skills, both written and oral, with an ability for deep listening. Ability to represent HIF in a variety of public forums.
- Technologically competent, including the ability to use grants management software to record and evaluate grantee partner reports, as well as, proficient with email platforms, Windows, Microsoft Word, Excel, Power Point, etc.

COMPENSATION:

- Salary ranges between \$190,00 and \$210,000 and will be commensurate with qualifications and experience.

APPLICATION PROCESS

- Please send an email with a cover letter summarizing your qualifications as they relate to the position description, a resume (as a Word document or pdf), and your salary requirements to CEOsearch@hifmc.org.
- Deadline: Applications will be accepted through May 24, 2024, at 5pm

The Healthcare Initiative Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to age, religion, sex, sexual orientation, gender identity, national origin, race, color, veteran, or disability status.