



OPEN POSITION: Executive Director

Posted: June 12, 2017

Application Deadline: Open Until Filled

First review of applications will be 8am on Monday, June 26, 2017
Candidates are encouraged to submit materials as soon as possible.

Position begins: August/September 2017

Position Title: Executive Director

Position Status: Exempt, Full-time

Position Summary:

The Executive Director (ED) is the chief executive officer, responsible to CCO Oregon's Board of Directors. The scope and intent of the position is to provide overall management and direction for the organization. This includes strategic planning, programmatic direction, fiscal oversight, member relations, and revenue development. The ED provides leadership both within the organization and within the community. This position is based in the Portland metro area, with some travel to Salem, occasional travel throughout the State of Oregon, and limited travel nationally.

CCO Oregon has a small staff, requiring this candidate to be a self-starter, with the ability to think and act independently, handle multiple tasks simultaneously while meeting deadlines, and the ability to work as part of a collaborative team when necessary. This position allows many opportunities for decision-making, learning, and professional growth. The ideal candidate will embody the values of CCO Oregon with a commitment to health transformation that includes all stakeholders

Responsibilities:

- Lead revenue generation, including: annual membership dues, grant-writing, educational activities, and other revenue opportunities
- Provide vision and strategic direction to the organization
- Monitor changing member needs. Oversee program re-designs, expansions, and creation of new programs.
- Supervise staff
- Develop/cultivate relationships with funders
- Coordinate public relations, marketing and communication activities. Manage media coverage and publicly represent the organization
- Ensure the Board of Directors is well informed and involved. Attend and staff meetings of the Board, Executive Committee, Finance Committee, and any additional committees that develop.

- Monitor program statistics and outcomes; implement corrective action as needed
- Work with Board re: long-term planning and meeting the organization goals and mission
- Oversee human resources and office management
- In collaboration with the Board Treasurer, oversee organization finances
- Lead planning and logistics of annual conference and member meeting
- All other duties as assigned

Qualifications

- Bachelors degree or above in health care, policy, analysis, operations, business, non-profit management, or other applicable field
- 3-5 years experience
- Knowledge of the Coordinated Care model
- Demonstrated ability to generate revenue
- Experience with budget management, financial statements, and tax returns
- Experience with legal documents including bylaws, charters, and policies
- Entrepreneurism, ability to grow the organization
- Leadership, accountability, trustworthiness, and a strong moral compass
- Excellent interpersonal and networking skills
- Skilled at conveying appropriate messages and representing CCO Oregon to encourage and facilitate interest in and support of organizations mission and strategic goals.
- Passion for CCO Oregon's mission
- Willingness to perform mundane tasks as needed at a two-person organization
- Strong organizational skills and attention to detail
- Ability to communicate verbally, visually, and in writing
- Ability to meet deadlines, work under pressure, and deal with stress in a professional manner.
- Computer literacy required; experience and demonstrable skills in Word, Excel, Outlook, and PowerPoint
- Web design or editing and social media skills are a plus
- Knowledge of and experience in the use of basic office equipment
- Ability to stand, sit, and bend in order to perform routine office functions
- Ability to lift up to fifty (50) pounds

Salary and Benefits:

This position is full time. The salary range is \$70,000 to \$80,000, with additional incentive compensation tied to performance metrics. Benefits include health insurance, 401k retirement plan, and paid time off.

In addition to salary and benefits, we offer a very flexible, family friendly work environment. Occasional working from home and working flexible hours can be accommodated.

To apply: Qualified candidates should send a resume, cover letter, three references, and salary history via email to [info \(at\) ccooregon \(dot\) org](mailto:info@ccooregon.org). Please write "Executive Director" in the subject line. No phone calls please.

Why is this position available?

The current CCO Oregon Executive Director is moving out of state.