



## POSITION PROFILE

### CHIEF EXECUTIVE OFFICER

#### **SUMMARY**

The Hinds Hospice CEO is appointed by and is accountable to the Board of Directors to provide leadership, strategic direction and vision for the development and achievement of the organization's mission. In partnership with the board of directors, the CEO will shape the strategy within the framework of the organization's policies and all federal, state and local regulations. The CEO advises, recommends and assists the board in the formation of policies governing Hinds Hospice, and implements those policies and other Board directives. The CEO works collaboratively with the members of the management team to direct the day-to-day operations of the organization.

#### **STANDARDS OF PERFORMANCE**

##### Planning/Vision

- Collaborates with the board to define and articulate the organization's vision and to develop strategies for achieving that vision
- Develops and monitors strategies for ensuring the long-term financial viability of the organization
- Develops future leadership within the organization
- Creates annual operating plans that support strategic direction set by the board and correlates with annual operating budgets; submits annual plans to the board for approval

##### Management

- Promotes a culture that reflects the organization's values of compassion and transformational leadership, encourages good performance, and rewards productivity
- *Creates an organizational structure that promotes efficiency and communication*
- Attracts, develops, evaluates and retains people, following personnel policies that fully conform to current laws and regulations, so the organization has the talent it needs for the future
- Oversees the operations of the organization and *assures* compliance with legal and regulatory requirements

- Creates and maintains procedures for implementing plans approved by the board of directors
- Ensures that staff and board have sufficient and up-to-date information
- Evaluates the organization's and the staff's performance on a regular basis
- Assures all standards of corporate compliance are met

#### Financial Stewardship

- Develops and monitors strategies for ensuring the long-term financial viability of the organization.
- Oversees staff in developing annual operating and capital budgets that supports the Board's strategic plans, creates sustainability, and submits *those* budgets for board approval
- Prudently manages the organization's resources within budget guidelines according to current laws and regulations
- Ensures that staff practice all appropriate accounting procedures in compliance with Generally Accepted Accounting Principles (GAAP)
- Provides prompt, thorough, and accurate information to keep the board appropriately informed of the organization's financial position

#### Programmatic Effectiveness

- Oversees the design, delivery, and quality of programs and services assuring community standards of care and focus on patient and family needs
- Stays abreast of current industry trends and anticipates future trends likely to have an impact on the work of Hinds Hospice
- Collects and analyzes evaluation information that measures the success of the organization's program efforts; refines or changes programs in response to that information; and provides an annual update to the Board on said measures.

#### Human Resource Management

- Guards the organization's core values by addressing behavior inconsistent with those values
- Assures continual employee development and training
- Maintains necessary employment policy development and documentation to meet regulatory concerns and reporting
- Creates and maintains effective employee relations
- Instills and sustains performance management and improvement systems

- Facilitates organization-wide focus to human resource planning, performance outcomes, staff and Board of Directors development.
- Creates an environment where conflict is used constructively to generate innovative solutions and assigns clear accountability and follow-through with rewards and consequences

#### External Affairs and Communications

- Manages and assures external communications (press, media, etc) meet the organization's values
- Oversees content, production and distribution of all marketing and publicity materials
- Oversees all governmental and agency contact
- Serves as the primary spokesperson and representative for the organization
- Assures that the organization and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders
- Actively advocates for the organization, its beliefs, and its programmatic efforts
- Acts as a liaison between the organization and the community, building relationships with across the community as appropriate

#### Fund Raising

- Serves as a primary person in donor relationships and the person to make one-on-one fundraising solicitations
- Develops fund raising strategies with the board and supports the board in fund raising activities
- Oversees staff in the development and implementation of fund raising plans which support strategies adopted by the Board of Directors
- Oversees staff in the timely submission of grant applications and progress reports for funders

### **ROLES OF CEO**

#### Leader

- Advises the Board
- Advocates/promotes organization and stakeholder change related to organization mission
- Supports motivation of employees in organization and operations of services

#### Visionary

- Ensures staff and Board have sufficient and up-to-date information

- Looks to the future for change opportunities
- Interfaces between Board and employees
- Interfaces between organization and community

#### Decision Maker

- Formulates policies and planning recommendations to the Board
- Decides or guides courses of action in operations by staff

#### Manager

- Oversees operations of the organization
- Implements plans
- Manages human resources
- Manages financial and physical resources

#### Board Developer

- Assists in the selection and evaluation of board members
- Makes recommendations, supports Board during orientation and self-selection
- Supports Boards evaluation of Chief Executive

### QUALIFICATIONS

- Highly talented and qualified through demonstrated employment history in hospice care or related healthcare field; clinical experience preferred.
- Graduate degree in business or healthcare related field required
- Post Graduate education or additional years of progressively-responsible experience strongly encouraged
- Demonstrated experience in managing affairs of a non-profit organization
- Effective communication skills
- Confidence and desire to help families find their strengths
- Strategic-thinking abilities
- Hard employment and dedication through servant leadership

**Interested candidates please download an application from this site, complete it and send in with an attached confidential resume to:**

Hinds Hospice  
CEO Search Committee  
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