

CEO JOB ANNOUNCEMENT

Amador Health Center

Position Summary

The Chief Executive Officer (CEO) leads our non-profit federally qualified health center in achieving its mission which is to provide access to vital integrated health and wellness services to our community and promote dignity, one life at a time. The CEO is responsible for implementing our strategic plan, developing strong relationships with our board, governmental leaders, state, local and national agencies and our community. The CEO provides oversight for all operations of the organization including: the delivery of high-quality comprehensive health care services to our patients without regard to ability to pay, maintaining a highly qualified and motivated staff, and achieving financially sound accounting, billing, budgeting and grant management practices. The CEO must have a passion for serving our target population – people experiencing homelessness, migrant agricultural workers and vulnerable populations including low income and LGBTQ+ people.

The CEO receives a competitive salary and benefits and serves at the behest of the Board of Directors.

Essential Responsibilities

Relationship Building and Stakeholder Engagement: Raise visibility of the organization by serving as the chief spokesperson, articulating an inspiring vision, and engaging critical stakeholders (including other not-for-profit organizations, business, civic and faith organizations, donors, and local, state and federal leaders).

Organizational Leadership: Work collaboratively with the Board to ensure that the organization has a strategy to ensure a sustainable approach to achieving the organization's mission. Provide data and rationale to support the organization's strategic decision-making.

Quality Care: Ensure that all patients are treated with respect and dignity while receiving the highest quality care possible in the services provided by the organization. Assess trends and patient needs in the community, using the information to implement programs or activities that promote achievement of our mission.

Resource Development: Successfully seek and pursue grant opportunities that support or expand our ability to achieve our mission. Ensure appropriate grant management including compliance with grant terms and regulations. Cultivate and steward donors through relationship building and fundraising events.

Staff Development: Motivate the team by demonstrating respectful, caring, and inclusive leadership. Lead the team by promoting a culture of excellence that comes from providing mentorship, recognizing achievements, valuing contributions, and supporting personal growth. Provide a competitive compensation and benefits package.

Financial Management: Working with the Board Finance Committee and the staff, develop, monitor and manage the budget to ensure the organization's financial stability and sustainability. Maintain healthy cash flow, adequate reserves and a positive financial position. Maintain appropriate policies and procedures for accounting and all financial management activities including support for the annual audit. Provide regular financial statements and other relevant reports to the Board.

Safety and Compliance: Work with appropriate staff to maintain appropriate records and documents for licensures, certifications, billing, governance, accreditation standards and compliance with federal, state and local regulations. Ensure adherence to appropriate policies and procedures with respect to safety of patients and staff, risk management, emergency management, together with appropriate reporting. Maintain appropriate insurance coverages.

Other Duties: The CEO reports to the Board of Directors and may have other responsibilities and duties as assigned.

Qualifications

Education: Bachelor's degree in public health, health management, business, public Administration, a clinical specialty or a related field. A master's degree in one of these fields is desirable. An equivalent combination of education, training, and experience may substitute for education requirements as determined by the Search Committee.

Experience: Minimum of two years in a leadership position in a human service or health care organization. Desirable experience includes three to five years of organizational management, and prior experience involving the specific responsibilities stated above. Successful grant writing experience and prior experience working with homeless and indigent populations are particularly valuable.

Personal Characteristics and Abilities: A passion for serving people experiencing homelessness and indigent populations that are at the heart of our mission. Ability to thrive while working in the midst of a campus providing a wide variety of services to this population. Good interpersonal skills, thoughtfulness, a strong work ethic and a can-do attitude. Strong communication skills, both written and verbal. The ability to speak Spanish would be a plus.

About Amador Health Center (AHC)

Amador Health Center is a nonprofit federally qualified health center (FQHC) providing primary care health services, behavioral health counseling, psychiatric medication management, an in-house pharmacy, and a substance abuse recovery program. The clinic and its programs are located at the heart of the Mesilla Valley Community of Hope – a campus of five non-profit organizations in Las Cruces, New Mexico, providing a wide menu of services to people experiencing homelessness and the indigent population of southern New Mexico. AHC has an annual budget of approximately \$4 million, about 40 employees, and about 1500 unique patients each year. Learn more about Amador Health Center at <https://amadorhealth.org/>, or contact our Board President, Liz Ellis at 575-644-3727 or AHC-CEOSEARCH@proton.me. All inquiries and applications will be treated confidentially.

How to Apply

Applicants should submit an email to AHC-CEOSEARCH@proton.me with these attachments: (1) a letter of interest and (2) a current resume. We encourage submissions before January 31, 2025, but will accept and review applications until the position is filled. We plan to begin scheduling interviews in February.