

FAIR SHARE HOSPITALS COLLABORATIVE

Position Description – EXECUTIVE DIRECTOR

Position Reports To:

Board of Trustees

Position Direct Reports:

TBD; External Consultants

Position Summary:

The Executive Director (ED) leads the Fair Share Hospitals Collaborative (FSHC) and is responsible for the advancement of the organization and its advocacy goals on behalf of its member hospitals and health systems and for the management and execution of the Collaborative's strategic planning goals. The ED provides the administrative and operational leadership to elevate the Collaborative as an effective advocacy organization, thought leader, and sought-after perspective on hospital issues. The ED will strategically plan and conduct the Collaborative's advocacy initiatives with policymakers throughout New Jersey government, Governor's office, state departments, legislators, and others. The ED will ensure that the Collaborative is represented in health care policy discussions and that the FSHC continues to be a strong advocate for hospital issues, including equitable hospital funding and legislative and regulatory issues impacting hospitals.

Key Position Responsibilities

- Design and implement strategies, policies and programs to advance the mission of the FSHC.
- Provide administrative and operational leadership to develop the Collaborative as a viable and effective organization.
- Direct the affairs of the Collaborative in cooperation with and subject to the approval of the Board of Trustees.
- Serve as the Principal State registered lobbyist for the Collaborative; Manages and directs consultants in alignment with FSHC strategic priorities; Serves as lead liaison with business and trade associations and coalitions at the state level, including, but not limited to, hospital associations and organizations, business groups, unions, health care and other organizations.
- Arrange meetings of the Collaborative with representatives of the state administration, state legislators and others involved in public policy affecting the priority issues of the Collaborative. Ensure that the Collaborative is represented in all appropriate meetings and forums related to its issues.
- Make presentations to legislative or other government entities regarding policies and/or programs that impact the Collaborative membership.
- Continue to position the Collaborative to be a recognized voice of its membership and thought leader on health care issues impacting its hospital members.
- Plan and conduct the Collaborative's political engagement initiatives.
- Serve as principal spokesperson of the Collaborative. Coordinate media relations and communications strategies as needed.
- Recruit new hospital/health system members to become participating organizations in the Collaborative.
- Arrange and attend meetings of the Board of Trustees, Government Relations Officer Committee and other committees or task forces that may be formed.

- Develop the budget plan and administer and manage the Collaborative’s finances/budget, assisting the Treasurer, with accountability to the Board of Trustees.
- Arrange and oversee the work of vendors and consultants engaged by the Collaborative, including but not limited to, a lobbyist or lobbying firm, financial consultants, and/or association management consultant or firm.
- Other duties as assigned by the Board.

Executive Leadership Attributes Required

Passionate – exhibits a passion for excellence and commitment to mission

Effective communicator – outstanding writing and presentation skills; technologically savvy

Background in healthcare policy, operations/advocacy

Organizer – possesses diverse and comprehensive organizational skills

Pro-active, team-oriented leader

Accountable – accepts accountability; holds self to highest standards

Strategic and critical thinker – capable of designing goals to advance the FSHC’s mission; developing quantifiable measures for strategic priorities

Visionary and adaptive

Challenges *status quo* thinking and assumptions

Positive attitude – can coalesce diverse opinions

Can build and maintain strong relationships - with governmental, hospital and health system leadership

Recruit, develop and motivate high caliber talent

Knowledge, Educations and Skills Required:

1. Bachelor’s degree required. Advanced degree preferred. At least 5-7 years of leadership experience in a directly related field is required.
2. Broad experience with federal, state, and local public policy issues, preferably those affecting health care, is required.
3. Intimate knowledge of the New Jersey legislative process and direct experience interacting with policymakers, staff, and impacting all levels of the government.
4. Outstanding leadership, planning and analytical skills, including the ability to handle multiple projects simultaneously, are required.
5. Excellent oral and written communication skills are required. Strong ability to articulate mission and objectives of organization and to persuade others of a point of view.
6. Demonstrated experience building and managing relationships, use of diplomacy and tact, and ability to diffuse high tension situations effectively.
7. Impeccable ethics, one whose behavior can withstand public scrutiny.
8. Ability to travel throughout New Jersey.