

## **Job Announcement: President of Health Education Center, Inc. (Closes 1/21/2022)**

The Health Education Center, Inc. (HEC) is a non-profit 501(c)3 organization whose mission is to eliminate health disparities in Connecticut through community engagement, educating current and future health professionals from diverse backgrounds, and advocacy. The historic core of HEC is the Eastern Area Health Education Center, which serves the eastern part of the state as one of four regional centers within the Connecticut AHEC Network.

Through its AHEC Division, HEC offers programs in area high schools and colleges to recruit students into health careers; conducts interprofessional educational clinics in underserved communities for nursing, medical, dental, and pharmacy students; and provides professional development programs for health care providers. Through its Workforce Training Division, HEC trains community health workers and medical interpreters, offers language proficiency testing, and certifies CPR training. Through its Development Division, HEC supports student scholarships and obtains grants for programs to meet community health needs ranging from suicide prevention to helping those who have experienced childhood trauma to lead healthy and fulfilling lives.

**Location:** The HEC office is located at 55 Main Street, Suite 270, Norwich, CT, 06360.

**Position:** The President serves as chief executive and reports to the HEC Board of Directors. The President is responsible for organizing, directing, controlling, and evaluating all administrative, fiscal, personnel and operational functions, and has primary responsibility for managing program activities and program development. The President serves as HEC's liaison with partners, including funders, health organizations, educators, project partners, and governmental agencies. While the starting date is expected to be 30 days from the candidate's notification of selection, the actual starting date is negotiable.

### **Essential Job Functions:**

1. Secure and administer funding resources. Prepare an annual budget, control and account for expenditures, and present regular financial reports to the HEC Board.
2. Oversee and guide the AHEC, Development, and Workforce Training Divisions, seeking to enlarge and strengthen each in accordance with the strategic plan, including the development and expansion of fee-based programs.
3. Provide primary leadership toward implementing the strategic plan, especially expanding HEC's fee-for-service programs throughout the region and beyond.
4. Develop systems and procedures for tracking, documenting, reporting, and evaluating HEC operations and program accomplishments.
5. Represent the organization at meetings and events on local, state, and national levels.
6. Communicate HEC activities to legislators, partners, and community at large. Serve as chief executive spokesperson.
7. Plan bimonthly Board meetings and maintain communication with the Board.
8. Execute and monitor written agreements with partners.
9. Prepare regular financial and operational reports as required by the HEC Board.
10. Perform other duties as directed by the HEC Board of Directors.

**Physical Demands:** Requires statewide travel and a few out-of-state trips.

### **Performance Requirements (Knowledge, Skills, and Abilities):**

1. Demonstrated ability in oral and written communication, along with interpersonal skills for dealing effectively with others in advancing the goals of HEC.
2. Extensive experience in grant proposal writing and in developing, delivering, and evaluating information and programs, especially related to health.
3. Awareness of state and federal laws, policies, agencies, and programs that affect HEC.
4. Understanding of nonprofit organizational operations, along with rules and procedures governing the

6. administration of state, federal, and grant funding.
7. Ability to administer government or grant programs and develop proposals for funding.
8. Leadership experience at planning, organizing, staffing, directing, controlling, reporting, and budgeting for an organization.
9. Commitment to racial equity and social justice, ensuring that HEC keeps that focus in all that it endeavors.

### **Working Relationships:**

Along with the Director of the AHEC Division, the President maintains close relationships with the Connecticut AHEC Network. Also critical to the operational success of its programs are the Center's ongoing alliances with schools, health organizations, community foundations, Native American communities, technical colleges, health districts, and various community health groups. The President must establish strong relationships with federally qualified health centers and FQHC lookalikes. The President needs to maintain collaborative, enduring relationships with such allies within the region, state, and nationally.

### **Minimum Required Qualifications:**

#### **EDUCATION**

- Background in health, education, or administration, such as Public Health, Education Studies, Health Science, Public/Health Administration, Community Development, Management, or allied discipline.
- A Master's or equivalent is required.

#### **WORK EXPERIENCE**

- Minimum 5 years of relevant administrative or professional experience.
- Experience managing group relations and programs; health, educational, or other service organizations; and consumers/end-users.
- Experience developing, delivering, and evaluating health or educational programming.
- Experience managing organizational operations. A basic understanding of and a facility with using information technology.
- Demonstrated experience and commitment to embedding cultural humility into curricula and/or commitment to developing culturally appropriate programs for residents.
- Experience with successful grant writing and management. The President must be able to secure grants – either utilizing a consultant or writing/developing themselves.

### **Desired Qualifications:**

- Experience in delivering health or educational services.
- Entrepreneurial experience in designing, implementing, and managing health or educational programs.
- Experience in organizational leadership.
- Experience in developing and participating in collaborative initiatives

### **Salary and Benefits:**

Full-time starting salary range of \$80,000-90,000, depending upon qualifications and experience.

### **How to Apply:**

- Applicants must email a cover letter, resume, and names of three (3) professional references no later than **5 p.m. on Friday, January 21, 2022 to the attention of Leyanna Minnis at minnis@healtheducer.org.**
- Include **“President Application 2022” and your First and Last Name** in the subject line.
- Applications that fail to include a cover letter, resume, and 3 references by the deadline will not be considered.