

MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP)

JOB TITLE:	Deputy CEO
CLASSIFICATION:	Salaried Exempt
LOCATION:	MEHOP Administration Bay City, TX
REPORTS TO:	MEHOP's CEO

JOB SUMMARY:

The Deputy CEO works in close partnership with the Chief Executive Officer, providing leadership across the organization and ensuring that internal governance, planning, policies and systems enhance organizational capability and capacity.

ESSENTIAL JOB FUNCTIONS:

1. Work with the CEO to develop organizational strategy, goals, policies, and short and long-term objectives.
2. Lead and provide Executive Leadership Team direction.
3. Serves as the Second-In-Command for organizational oversight and authority and assumes the CEO's duties in her/his absence.
4. Works in conjunction with the CEO and Executive Leadership Team to develop revenue opportunities that result in profitability and organizational growth.
5. Assist in the administration of all organizational business and execution of day-to-day operations of the organization.
6. Assist in meeting with the Board of Directors on corporate matters to provide progress reports;
7. Serves as a liaison for the organization at community events, meetings, and initiatives, as well as with MEHOP Board of Directors.
8. Provides direct supervision for the Marketing, Case Management, Outreach and Enrollment of the organization.
9. Under the direction of the CEO, research and lead new business development opportunities, including community collaborations.
10. Writes renewal and new grants including the HRSA grant NCC as well as competitive cycle and pursues new grant opportunities
11. Responsible for effective administration of civic engagement and advocacy activities at the local, regional, state and federal level;
12. Responsible for planning and development of future facility projects;
13. Under the direction of the CEO, oversee the organizational marketing strategy to further enhance the image and footprint of the organization;
14. Direct all Outreach and Enrollment efforts by ensuring collaboration and uniformity between center activities, meeting federal and state requirements for conducting outreach and enrollment activities, and ensuring enrollment exists for federal and state programs for all patients and community members;
15. Oversees accurate reporting occurs for management, the Board of Directors, granters and other stakeholders; and
16. Other duties as assigned.

This job description shall include, but is not necessarily limited to, the above duties. May temporarily perform other duties as assigned to maintain operations and services.

EXPERIENCE AND QUALIFICATIONS:

Required

- Strong leadership and management skills
- Strong financial management skills, including financial reporting skills
- Strong writing, communication and presentation skills
- Strong research and analysis skills
- Computer skills with Microsoft Windows and Office Professional (Word, Excel, and PowerPoint), including knowledge of computer technology in a health care setting
- Willingness to travel
- Ability to solve problems
- Ability to prioritize and allocate resources
- Ability to work flexible hours

Preferred

- Health Center experience
- Non-profit experience

CREDENTIALS AND EDUCATION

- Bachelor's Degree in Business, Health Services Administration or related field
- Master's Degree in Business Administration, Public Administration or Public Health, or health related field, preferred
- Seven (7) years' experience in a responsible leadership/management position, preferably in the public or private healthcare industry.

BENEFITS: Health and life insurance, paid holidays, sick days.

SALARY: Commensurate with experience.