*CEO Job Description*

**Position Summary**Beth Haven is looking for its next Chief Executive Officer (CEO) who will maintain our faith based, person-centered philosophy and inclusive culture as it moves into its 64th year of changing the lives of senior adults and individuals with disabilities and complex needs. We are looking for a visionary leader capable of taking us to the next level. Our ideal CEO has at least 3 years of experience working with national, state and local leaders in healthcare, care management and disabilities at all levels. We are seeking a dynamic individual who can work with a broad array of cutting-edge, public and private agencies to continually improve and enhance community inclusion, support policy advancement and drive our mission.

The CEO is the face of Beth Haven, responsible for the overall leadership and strategic planning. Selected by the Board of Directors the CEO has the responsibility to carry out the mission and is responsible for the overall management and operation of all aspects of the organization. The CEO focuses on long-range goals, strategies, plans and policies routinely exercising discretion and independent judgment in the performance of job duties. The CEO is accountable for the overall programmatic and fiscal integrity of the organization.

The successful candidate is a mature, faith-based, strong, energetic, and creative leader who will build on the organization’s standard for excellence and provide strategic direction while embracing opportunities for new initiatives and entrepreneurial development. The CEO is responsible for all internal operations and external relationships articulating the compelling mission and vision to all stakeholders. The CEO will execute the company’s vision, put procedures and resources in place to promote scaling, optimize inefficient areas in the organization and drive the corporate team and strategic planning.

**Background**

Since 1957, our name has been synonymous with excellence in senior living. A Christian ministry providing exceptional services, we offer gracious retirement living for those 62 and older, and supportive living for individuals with developmental and intellectual disabilities. We excel at partnering with seniors and people with disabilities and complex needs to achieve optimal health, and a meaningful quality of life in the community. For more than six decades, we have translated national movements into ground-level, community-based programs including transitions of care, aging in place, and hospital readmission reductions. Our team has expertise in partnering to resolve complicated, intractable and costly social and health challenges for some of the area’s most vulnerable populations. Working largely with people who have low income, those that are high users of health care services, and those with disabilities, we coordinate services for people in northeast Missouri through innovative programs that supports people in the nursing facility, assisted living and independent living in the community while reducing costs to the system and the citizens of Missouri. Currently we employ over 150 dedicated co-workers with a budget of $12 million.

**Key Attributes**

* An innovative, visionary leader who has the personality, self-awareness, commitment to diversity, and ability to communicate with people from various social and economic backgrounds in a clear, concise and confident manner across a broad range of audiences.
* A passionate and dedicated advocate for seniors and people with disabilities and complex medical and social needs who will support and appreciate Beth Haven’s person-centered approach, vision and mission.
* An effective leader with the breadth of capabilities to lead both internal operational work and external relationships.
* A strategic leader with the discipline and persistence to support a strong, energized team environment based on trust and diverse viewpoints.
* A leader who manages with business intelligence, is data driven and balanced with practical and reality-based experience.
* Deep commitment to shared leadership and to a collaborative and transparent approach in the management of the organization.

**Core Competencies**

* **Advocacy and Community Inclusion**– a passion for the mission, supporting senior adults and people with disabilities and complex needs.
* **Commitment to Diversity –**reflected across the organization and the community we are privileged to support.
* **Financial and Business Acumen** – understand and develop a broad array of business functions, interrelations to drive efficiency, growth and revenues, budgetary and management of a multi-million dollar budget.
* **Achievement Orientation** – constantly raises the bar and presses the organization towards a higher level of quality for long term aging and disability support and services
* **Efficiency Orientation** – gets the most out of limited resources while achieving quality results.
* **Operational Management** – continually focuses on business operations in order to maximize ongoing performance
* **Flexibility** – responds to changes and others’ ideas comfortably
* **Mature Confidence** – approaches others assertively, responsibly and supportively
* **Integrity** – Demonstrates honesty and strong values through consistent action
* **Energy & Stamina** – Focuses on a high level of energy for the business and manages stress effectively
* **Motivation & Engagement**– A motivational leader who energizes individuals, encouraging innovative strategies.

**Position Responsibilities**

**Board Management & Development:**

* Oversee the recruitment, development and support for a strong and engaged Board of Directors to execute all Board policies and decisions.
* Responsible for communicating effectively with the Board providing, in a timely and accurate manner all information necessary for the Board fiduciary, quality and oversight responsibilities.
* Work with the Board and serve as a liaison between the Board and staff, and guide Board development.

**Leadership, Administration and Management**

* Vision and lead for the organization’s strategic planning efforts and budgetary prioritization.
* Lead the corporate team in the planning, implementation, and management of all aspects of Beth Haven, including finance and administration, HR, IT, marketing and communications, quality and outcomes management, business development and strategic initiatives, and all programs.
* Promote collaborative impact and governance, and drive the success of a diverse, vibrant culture.
* Shared values, a commitment to servant leadership and a deep, unshakeable belief that their work is, first and foremost, for the benefit of others.

**Program and Division Management:**

* Overall responsibility for ensuring the corporate team’s management of all programs and divisions, inclusive of appropriate staffing, regulatory compliance, and within budget.
* Ensure provision of quality services for people and families supported through the organization.
* Promote, support and utilize person-centered principles and practices in every phase of the organization’s operation.

**Contract/Regulatory Compliance:**

* Maintain familiarity, knowledge and compliance of all contractual obligations and assure standards are met.
* Ensure compliance leadership is competent, effective and current.

**Public Policy and Advocacy**

* Broad understanding of social, economic, and environmental factors that influence health and successful community living for older adults. Emphasis on a deep understanding of supportive housing and the role of population health in improving health outcomes.
* In-depth knowledge of HUD, Medicaid and Medicare, including waiver programs and services, dual eligible programs, and funding and operational issues.
* Work to strengthen partnerships and foster new ones, engage federal officials, state elected officials and their staff, hospital executives, MCOs, government agencies, housing providers, advocacy groups, and community-based organizations to collaborate strategically to continually improve and enhance access to services.
* Using the Beth Haven’s Strategic Plan as a guide, lead efforts to provide strategic vision to system transformation reform both internally and externally, including identifying and embracing business opportunities to leverage and strengthen Beth Haven’s impact on improving health outcomes and community living for individuals with complex health and socioeconomic conditions.
* Inform Beth Haven staff and Board of Directors on federal, state, and local policy direction. Inspire and support internal and external efforts to link policy to “on the ground” practice.

**Qualifications**

* Bachelor’s required with expertise in Management, Public Health, Health Care, or a related field.
* Minimum of 3 years in a senior leadership role within a nonprofit health care or senior service organization.
* Extensive knowledge and expertise in public and private senior service and healthcare systems, disabilities, and health policy issues inclusive of budget development and financial oversight.
* Exceptional relationship management skills with the ability to build and grow connections with people of all types and backgrounds.
* Success working with a Board of Directors, policy makers, and funders with the ability to cultivate new and existing relationships.
* Experienced transformational leader who is committed to affecting change to support the Mission.
* Active Nursing Home Administrators (NHA) license in the state of Missouri preferred.