



JOB DESCRIPTION
EXECUTIVE DIRECTOR of
STRATEGIC HEALTH INFORMATION EXCHANGE COLLABORATIVE (SHIEC)

Position Statement:

The Executive Director is responsible for working collaboratively with the Board of Directors to develop and actively advance an organizational strategy that ensures success of SHIEC and its members and subsequently operationalizes that strategy through the activities of the organization. The Executive Director should work diligently to elevate the awareness, stature, and perception of HIE on the national healthcare landscape. This individual needs to be able to thrive in a dynamic environment where there is a great deal of ambiguity and can self-direct their actions despite the ambiguities.

1. Driven
2. Self-motivating
3. Energetic
4. Analytical
5. Effective written and verbal communication skills
6. Understanding and acting upon urgent priorities on a timely basis

Operational Duties:

1. Oversee financial activities; establish budgets, tracking expenses, prepare timely and accurate financial statements and other financial documentation pursuant to organizational bylaws and policies.
2. Oversee membership recruitment, enrollment and retention, including collection of annual dues. Coordination of member benefits and timely response to requests from prospective and current members.
3. Establish and build strategic alliances with other key organizations such as Sequoia Project, NRHI etc.
4. Promote the organization through press releases & announcements
5. Create and maintain association documents (e.g. charter; articles of incorporation; bylaws)
6. Create new and update existing policies, procedures and guidelines for association approval
7. Coordinates with other associations as appropriate
8. Provide liaison with SHIEC Conference Event Coordinator and annual conference host city team as may be required to assure a successful annual conference for SHIEC members and attendees.
9. Manage and coordinate the work of priority projects including the Patient Centered Data Home (PCDH) initiatives to assist the initiatives in growing their size, linking the initiatives together technically, establish common measures for PCDH activity reporting, and promoting PCDH use/connectivity by SHIEC members throughout the country.
10. Collaboratively work as well as manage and facilitate stakeholder meetings in virtual and face-to-face settings with all stakeholders of the association. Develop action items and follow-up after each meeting.

11. Direct the supervision and delegation of tasks as appropriate to Association staff (i.e. the admin assistant).
12. Oversee and direct Public Relations needed to help market and advocate for SHIEC and SHIEC members. A current agreement exists with Spire Communications.
13. Represent the association and provide leadership at healthcare related industry events and activities to enhance the association's community profile.
14. Become knowledgeable, stay current with, and drive proactive advocacy regarding legislative actions at the federal and state levels that may affect HIE organizations in general.
15. Identify and develop business opportunities as required to facilitate the sustainability of the HIE association members.
16. Assist Group Purchasing and Payor Collaboration committees and other committees the organization establishes in developing goals, objectives, and timelines for committee activities.
17. Perform duties as outlined while staying within the Board approved financial plan / budget.
18. Prepare and deliver annual report presentation of the association's accomplishments at the SHIEC annual meeting. General responsibilities:
 - a. Work with governing body and members to establish and track long and short term goals
 - b. Make recommendations to improve the association, assess options and actions based on trends and conditions in the environment, and the vision and values of the organization
 - c. Act as a spokesperson and advocate for the association
 - d. Operationalize priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities
 - e. Identify and evaluate the risks to the organization and its members, finances, goodwill, and image and implement measures to control risks
 - f. Build positive relationships; both internally and externally
 - g. Flexible with working non-traditional work hours to accommodate the nature of meetings, webinars and programs across the nation.
 - h. Travel as required and as approved by the association

Education:

Bachelor's degree at a minimum or commensurate experience; Advanced degree such as an MBA is desirable.

Experience:

1. Non-profit member association leadership experience
2. Experience and ability to leverage existing relationships within the healthcare sector is desirable
3. Strong business acumen and proven business development skills
4. Knowledge of and experience within the HIE community
5. A compelling leadership style that includes program management, business and technology expertise with a keen sense for innovative strategic opportunities.
6. Proven ability to work within a fast-paced, high-change environment

Knowledge, Skills, Abilities:

1. Compelling healthcare industry stature with ability to drive SHIEC perspectives and play a strong national leadership role with federal, state and other public and industry private stakeholders
2. Ability to facilitate collaboration and build consensus/ common vision among diverse stakeholders

3. Knowledge of financial management, budgeting
4. Ability to defuse stressful or difficult situations
5. Knowledge of project management
6. Innovative thinking to make optimum use of limited resources and to advance the visibility and value of the association's goals and programs
7. Excellent written and verbal communication skills including the ability to facilitate and present a wide range of topics, issues, and information in public forums.