

**Director of Operations
Greater Flint Health Coalition – Flint, MI**



Organization Description:

Greater Flint Health Coalition (GFHC), a non-profit collective impact organization founded in 1996. The GFHC is a partnership of hospitals, physicians, insurers, businesses, public health, government, nonprofits, educators, community-based organizations, organized labor, and local residents. The GFHC's mission is to improve the health status of the residents of Genesee County, and improve the efficiency and effectiveness of the healthcare delivery system in Genesee County. The GFHC convenes over 20 multi-sector coalitions and operates a variety of programs in the areas of health & wellness, healthcare access, quality & innovation, cost & resource planning, sector workforce development, and health equity. For more information on the GFHC and our work, please visit our website <http://www.gfhc.org>.

Job Description:

Due to steady growth, we are adding a new position to provide internal leadership in organizational systems and strategies. This position will play a central role in ensuring organizational efficacy and supporting strategic growth in fulfillment of the GFHC's mission. The Director of Operations is responsible for areas of administration, finance, program leadership, and organizational development, working closely with the President & CEO, Vice President of Programs, and managers. This is a great opportunity for someone with exceptional leadership and administration skills to grow and further develop an organization that has already made significant impacts in our region and received state and national recognition.

Primary Responsibilities:

- Administration
 - Responsible for overseeing administration and organizational systems (including human resources, technology, and facilities)
 - Ensure that GFHC, staff, and programs are in compliance with all local, state, and federal laws and regulations
 - Lead the performance management process that measures and evaluates progress against goals for the organization
 - Oversee administration and compliance of grant contracts and formal agreements with partner organizations
 - Identify best practices and implement internal system improvements
 - Analyze the current technology infrastructure and scope out the next level of information technology and financial systems that support the growth of specific programs and the organization overall

- Fiscal Management
 - Ensure GFHC operates in accordance with IRS 501(c)3 regulations and Generally Accepted Accounting Procedures, and based on Finance Committee recommendations

- Maintain and improve policies and procedures to support sound fiscal management, and provide regular fiscal reports to the President & CEO, Finance Committee, program leads, and funding sources in a timely manner
- Lead on creating annual organizational budget and managing income and expenses at all levels of operation
- Coordinate and oversee the GFHC's contracted accounting firm and communicate with independent auditors
- Develop an accounting system that provides the organization with quick access to financial information and enables strategic budgeting
- Programming & Organizational Development
 - Supervise and collaborate with the Vice President of Programs and program managers on organization-wide programming, annual events, branding, and communications
 - Provide leadership on short-term planning and reporting including oversight of annual Operational Plan, strategic program evaluation, and development of annual report
 - Administrative aspects including proposal preparation and granting writing

Additional Responsibilities:

- Supervise, mentor, and support professional development
- Serve as an internal leader, modeling organizational culture and professionalism
- Represent GFHC at events and with external partners as necessary
- We expect this position to evolve over time and include other responsibilities as needed

Reports to: President & CEO

Key Qualifications:

We are seeking a candidate that has proven experience in the operations of a diverse, multi-program organization and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team.

Skills & Qualifications:

The ideal candidate has:

- A proven track record of success facilitating progressive organizational and program development within a growing organization
- General Management—thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and communications/marketing
- Strong mentoring and coaching experience of a diverse team

- An action-oriented and innovative approach to operational management
- Outstanding communication and interpersonal skills
- Proven competence to assess priorities, manage a variety of activities in a time-sensitive environment, and meet deadlines with attention to detail and quality
- Demonstrated ability to take initiative and to work proactively, both independently and in teams; excels in an open office environment
- Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly
- Great passion for the mission, vision, and values of the Greater Flint Health Coalition and able to promote both internally and externally

Experience/Education Requirements:

At least five years of management experience in areas of (nonprofit preferred) administration, finance, and/or organizational development. A preferred master's degree (with a minimum of a bachelor's degree level) in administration, management, accounting, or similar preferred; or equivalent additional experience.

Salary:

Commensurate with Experience

Benefits:

Greater Flint Health Coalition's collaborative work environment emphasizes teamwork, personal commitment, integrity, and success. In addition to the meaningful and groundbreaking work to improve health on a community-wide level, GFHC offers a competitive salary commensurate with experience. Benefits include paid time off, medical, vision, and dental benefits plus life & disability coverage paid 100% by employer for employee, 403b (5% employer contribution), and much more.

How to Apply:

Qualified applicants should send a cover letter, resume, salary history, and contact information for three professional references by email only to jobs@flint.org. Please write "Director of Operations Application" in the Subject. This position is open until filled.

Full posting also listed at <http://www.gfhc.org>.