

Executive Director

Colorado Perinatal Care Quality Collaborative

The Colorado Perinatal Care Quality Collaborative is seeking a part-time (.75 FTE) Executive Director to lead and develop the newly transformed organization, and to ensure success in executing quality improvement projects.

Background of the Organization

The Colorado Perinatal Care Quality Collaborative (CPCQC) is a volunteer, non-profit, advisory group whose members represent a variety of professions, hospitals and organizations with an expertise or interest in perinatal care. The major focus of CPCQC is working to improve pregnancy outcomes for women and newborns through the coordination and improvement of perinatal care services in Colorado. CPCQC has been a successful network for many years, and is undergoing organizational transformation to meet new aims as a state perinatal quality collaborative.

The organization has received a 5-year grant from the Centers for Disease Control and Prevention for the purpose of building the infrastructure of the CPCQC and carrying out a hospital-based quality improvement project to reduce the number of cesarean deliveries on low-risk, first time moms.

This position is hired through Trailhead Institute and is directed by the CPCQC board. Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health.

Position Description

The Executive Director is responsible for the overall leadership, planning and management necessary to effectively advance the mission of the CPCQC, to further develop organizational structure to meet new objectives, and to ensure success in executing the CDC grant funded cesarean delivery reduction project.

GENERAL RESPONSIBILITIES:

Organization Mission and Strategy: Works with Board of Directors and contracted staff to ensure that the mission is fulfilled through projects, strategic planning and outreach.

- Responsible for implementation of CPCQC's projects that carry out the organization's mission.
- Responsible for strategic planning to ensure that CPCQC can successfully fulfill its mission into the future.
- Responsible for the enhancement of CPCQC's image by being active and visible in the community and by working closely with other professional, civic and private organizations to advance perinatal quality improvement across CO.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and development of strategies to ensure a sustainable financial model to support the work of the CPCQC.
- Responsible for the fiscal integrity of CPCQC, to include submission to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of CPCQC's operations and for the development and maintenance of organizational policies and procedures.
- Responsible for the hiring and retention of competent, qualified contractors.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization, in accordance with Board policy.

Job duties include:

- Building and developing CPCQC's relationships with hospital members and utilizing those relationships to strategically enhance CPCQC's mission.
- In collaboration with the Board, developing a strategic development plan
- Developing and monitoring strategies, objectives, and tactics to execute the strategic plan.
- Selecting and supervising 2-4 contractors.
- Planning and operation of annual budget.
- Creating strategic alliances and partnerships to support CPCQC's goals.
- Overseeing effective marketing, communication and branding efforts.
- Issuing regular progress reports to Board, key stakeholders, including results to date, recent activity, priority contacts to be made and next actions.
- Presenting the mission and program in a strong, positive image to relevant stakeholders.
- Serving as CPCQC's primary spokesperson to the organization's members and partner organizations.
- Representing CPCQC routinely and professionally at local, state and national events through speaking, serving on committees, and presenting information sessions.
- Developing financial resources/models to further advance the mission and sustainability of the CPCQC.

Qualifications

- Bachelor's degree
- Five or more years of senior nonprofit, public or private sector management experience
- Demonstrated experience in leading and executing projects.

- Demonstrated experience in growing and developing membership organizations
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, project development and task facilitation
- Ability to convey a vision of CPCQC's strategic future to members, staff, and board
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong written and oral communication skills including public speaking
- Demonstrated ability to oversee and collaborate with staff and partners

Preferred Qualifications

- Master's degree
- Passion for improving maternal child health
- Background in hospital based quality improvement work

Compensation and Position Requirements

Hiring salary range for this position is negotiable and commensurate with skills and experience. Position is located in Denver, Colorado. We offer a generous benefits package including health, dental, vision, life and 401k.

Application Process

Applications should be submitted by October 20, 2017. Only electronic submissions are accepted. Please submit a resume, cover letter, and three references to: Sarah Lampe, Chief Operating Officer, slampe@trailhead.institute

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by October 20, 2017. Those who do not apply by the deadline may or may not be considered