



***Executive Director  
The Health Center  
Walla Walla, WA***

**The Health Center**

Founded in 2009, The Health Center (THC) was established as an independent, non-profit school-based organization, with the mission of advancing the success of at-risk students at Walla Walla's Lincoln High School by addressing their physical, emotional, and social needs. Over the years, The Health Center has achieved considerable success at ensuring vital access to medical and mental health care services for students from diverse backgrounds. More importantly, this intervention model has made a positive difference in the lives of the students it's served and on the Walla Walla Valley. This success, combined with growing community needs and an effective partnership with Walla Walla Public Schools, have resulted in the expansion of the Health Center's scope and operations. Today, The Health Center operates fully staffed clinics at four different schools in the Walla Walla community, each providing medical, behavioral health, and social support referral services free of cost to students.

**The Position**

After nearly three years of leading The Health Center through a period of remarkable growth and maturation, the current Executive Director has accepted a significant international position with the U.S. Military. The Health Center is now seeking our next Executive Director, an exceptional leader capable of maintaining the organization's momentum, broadening its community reach and influence, and ensuring its financial sustainability. This individual will manage important relationships across a diverse set of constituencies and, working with the Board of Directors, craft strategic and operational plans that are flexible, responsive, and informed by credible research and demonstrated success. These accountabilities fall into five broad functional categories.

**Leadership**

- Provide enthusiastic leadership, inspiration, strategic direction, focus and long-term vision.
- Model and ensure the highest professional and ethical standards throughout the organization.
- Foster a creative and caring environment, with trust and integrity evident at all levels.
- Serve as a catalyst for the growth and continuous development of The Health Center.

**Strategic Planning and Annual Operations**

- Craft strategic plans with multi-year objectives and ensure Board consultation and support.
- Develop corresponding long- and short-term operational plans and budgets. Maintain continuous revenue and expense projections, with pragmatic contingency plans in place.

## **Program**

- Maintain a working knowledge of significant developments and trends in the field of school-based health centers and keep the Health Center in the forefront of such efforts.
- Ensure that program design, delivery, and evaluations validate target performance outcomes and evolve over time in meeting the needs of students served.
- Ensure that staff hiring is focused on requisite skills, attitudes, commitment and diversity.
- Conduct staff training that is rigorous in developing knowledge and program understanding.
- Make certain that organizational design/structure are appropriate to achieving program objectives.
- Be a passionate advocate for the high quality of services students deserve and receive.

## **Development/Fund Raising**

- Align development goals, objectives and results with strategic planning imperatives.
- Define, lead, and participate in major development initiatives and efforts.
- Drive effective community relations and communications that raise public awareness of school-based health services and promote a positive image of The Health Center.
- Oversee the process of articulating fundable programs and writing successful grants.
- Consistently achieve and strive to exceed annual development/fund raising goals.

## **Financial Management, Human Resources, Administrative**

- Oversee annual budget process, short-term metrics, and long-term forecasting.
- Monitor and drive targeted financial performance, including revenue and expenditures.
- Lead administrative efforts.
- Ensure effective relations, communications, and advisement with the Board of Directors.
- Focus on creating and sustaining a work environment/culture that inspires staff to achieve their full potential in contributing to the mission of the The Health Center.
- Optimize the recruitment, development, and retention of high caliber, diverse staff.

## **Qualifications**

Bachelor's degree required, advanced degree in related field preferred. Seven to ten years related experience, at least some in non-profit community organizations, in progressively responsible roles. Experience leading health and welfare programs, including those for students, highly desirable. Demonstrated success managing and leading an organization and motivating others.

Qualified candidates will have track records that demonstrate the following skills, knowledge and abilities.

- Strategic thinking. The ability to research, design/develop, integrate, implement and sustain programs, projects and ideas related to the mission of the organization.
- Ability to conceive, develop, and execute a strategic plan, addressing multi-year goals. Ability to translate strategic plans to operating objectives, establish milestones, and ensure achievement.
- Strong program management, budgeting and forecasting skills, and ability to anticipate problems.
- Demonstrated understanding of and experience with fundraising and development.
- Ability to cultivate and sustain relationships and work effectively with a wide variety of constituents, including staff, students, organizational supporters, current and potential donors, Board members, and community partners.
- Excellent written and verbal communication skills.
- A team player, with exceptional interpersonal skills at all levels.
- Strong problem-solving, decision-making, and organizational skills.
- Strong, effective leadership and management skills; ability to collaboratively set goals, provide direction, ensure accountability, and motivate others to achieve. Results-oriented.
- Ability to work well under pressure. Demonstrated flexibility in adapting to change.

- Preferred: Working knowledge and experience in the Walla Walla philanthropic and business communities; ability to cultivate and sustain relationships with these resources, including those at senior levels of both large and small organizations.

### **How To Apply**

Qualified applicants should submit by email a letter of application, resume, and the names and contact information for three professional references to [Careers@thehealthcenterww.org](mailto:Careers@thehealthcenterww.org), or by mail to: 534 S 3<sup>rd</sup> Ave, B-101, Walla Walla, WA 99362. Applicant portfolios will be reviewed as they are received and the committee expects to begin interviews no later than January 25<sup>th</sup>, 2021. The Health Center is an Equal Opportunity Employer.