



Brief History

Aurora Health Access was initiated in January 2010 after a grassroots effort convened a series of community conversations about health to identify challenges and opportunities. AHA is a coalition of residents, leaders, providers and community agencies committed to transforming the health care system in Aurora. We are valued as an unprecedented table where key health and community leaders are coming together to talk about solutions like never before. We are a catalyst for change in the community.

Mission

Through community engagement and research, formulate solutions for a health care system in Aurora that meets the needs of all residents.

Guiding Principles

- The health care system in Aurora can meet the needs of all residents.
- It will take all of us working together to succeed.
- The diversity of Aurora is a strength and all with aligned interests are welcome.
- Ensure a city-wide perspective
- Involve and engage community residents as much as possible
- Do not partake in direct service provision
- Aim for sustainability of our work

Key Areas of Work

- Adult Access and Care Coordination
- Pediatric Access and Care Coordination
- Community Health Integration
- Coverage
- Community Education and Mobilization

A Unique Opportunity

AHA is at an exciting point in our history. We have built the relationships, systems and plans to allow for quick and effective coordination of services in Aurora and has demonstrated substantial value locally as a leader. This is a unique opportunity to be the leader of Aurora Health Access as we evolve and grow.

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for AHA staff, programs, expansion and execution of its mission to create a health care system in Aurora that meets the needs of all residents in cooperation with local businesses, government partners and community residents.

Executive Director Job Description

Position Purpose:

The Board of Directors is seeking a dynamic individual to lead AHA as its Executive Director (ED). The (ED) will be an independent contractor for the organization. The Executive Director bears responsibility for the management and operations of Aurora Health Access in accordance with the Board's vision, mission, goals and strategies. He/she achieves measurable results as established by the Board of Directors.

Essential Duties/Responsibilities

Leadership

- Promote and embody the guiding principles of Aurora Health Access
- Develop and maintain relationships with key stakeholder groups and organizations
- Build and sustain the organization's credibility and influence
- Advocate for the improved health of all members of Aurora's diverse community and lead the organization's responses to emerging health issues
- Empower Board members to be effective community leaders
- Represent the organization externally in Aurora, Regionally, in Colorado and nationally
- Represent Aurora Health Access interests to policy makers and other stakeholders
- Manage risks and seize opportunities

Governance

- Work directly with and report to the Board of Directors and subcommittees of the Board of Directors
- Develop and facilitate the Board's approval of organizational goals and key areas of work
- Assure regular monitoring and revisions to the organizational goals and key areas of work as needed
- Organize and manage the Board operations and maintain positive relationship with Board of Directors, individually and collectively
- Apprise the board of risks to and opportunities for the organization

Management

- Recruit, hire, supervise and retain a diverse staff, interns, volunteers and consultants
- Establish and maintain productive and inclusive culture
- Mentor and develop staff to maximize productivity and organizational loyalty
- Review staff performance and make compensation adjustments
- Ensure fulfillment of grant contract requirements and other commitments made by the organization
- Develop and oversee compliance with performance improvement plans as necessary
- Develop, for the Board's approval, annual operating and capital budgets

Operations

- Create and maintain the infrastructure for the organization
- Monitor and maintain a strong financial position for the organization
- Coordinate all organization functions
- Ensure compliance with all laws, policies, procedures, agreements and contracts in compliance with the organization's fiscal sponsor
- Raise funds and other resources to support and grow the organization

Programs

- Assist Board and Community members working in the five key areas of work of Aurora Health Access:
 - Adult Access and Care Coordination
 - Pediatric Access and Care Coordination
 - Community Health Integration
 - Health Insurance Coverage
 - Community Education and Mobilization
- Track and report on city wide and regional health status indicators and other statistics
- Maintain and strengthen connections to community members across the city of Aurora

Desired Qualifications

- Masters-level degree or Bachelor's degree and 5 years of equivalent work experience in healthcare administration, health policy, nursing, public health or related field
- Command of urban and suburban health issues, social determinants of health and health care challenges facing the medically underserved
- Experience working with diverse communities, health care providers and health care systems
- High level interpersonal skills and the ability to effectively network on behalf of the organization
- Staff management experience
- Financial management skills
- Experience with starting organizations
- Strong leadership, communication and organizational development skills
- Business plan and program development and execution experience
- Ability to write clearly and succinctly under time pressure
- Ability to make well-organized presentations
- Group facilitation and conflict resolution skills
- Ability to work independently and manage time effectively

Our Ideal Candidate

The successful candidate will be a compassionate, high-energy, creative, self-motivated person, who thinks strategically. He/she will have wide-ranging curiosity about health and health care issues and a commitment to improving the health of underserved populations. He or she will possess innate and have demonstrated leadership abilities. He/she and will have the ability to work as a team leader and member, and the ability to cultivate a collegial work environment where differing viewpoints and give and take are expected and encouraged. He or she will have the ability to work productively with boards, staff, and with colleagues in the community, state, and nationally. He or she will cultivate staff abilities to ensure the organization remains dynamic and successful in pursuit of its mission. The successful candidate will exhibit the following characteristics:

- Community oriented
- Culturally responsive
- Entrepreneurial
- Imaginative/ innovative
- Strategic
- Action-oriented
- Articulate
- Communicative
- Perceptive
- Business-minded
- Able to identify and overcome obstacles
- Able to identify and solve problems

Application Instructions

If interested in leading a growing organization, please submit a cover letter expressing in detail why you are interested in the position of Executive Director, as well as what you believe you can contribute to the future of Aurora Health Access. The letter should be accompanied by a current resume in PDF or MS Word format.

Application Deadline: August 5th, 2013

Please e-mail your resume and cover letter to: moreinfo@aurorahealthaccess.org

Salary and Benefits:

This is a full-time, salaried position with a competitive compensation package commensurate with experience. Depending on preference, we are able to hire this position as an Employee with a benefits package or as an Independent Contractor.

Office Location: Aurora, CO

Anticipated Start Date: October 1, 2013