



JOB DESCRIPTION – CHIEF EXECUTIVE OFFICER

Reports to: Board of Directors

FLSA Status: Exempt

General Position Description

In conjunction with the Board of Directors, the CEO develops and executes the strategic vision for RMC Health in accordance with its mission to empower champions for healthy students and schools. The CEO implements that vision through detailed plans and effective operations, making difficult decisions that require flexibility, adaptation, and trade-offs. The CEO is responsible for enhancing and maintaining a strong culture that drives the organization and its staff to achieve excellence. The CEO ensures long-term financial sustainability and drives long-term stability and value-added impact to RMC's partner relationships.

Key Duties and Responsibilities

Strategic Planning and Vision Setting

- Develop long term strategic vision for RMC Health ensuring sufficient input from staff and the Board of Directors to develop a robust and comprehensive vision that aligns with the organization's mission and delivers long term success.
- Develop and implement a quality strategic plan at regular intervals that serves to realize the strategic vision.
- Ensure that staff, Board members, and other stakeholders fully understand the strategic vision and how their work supports the achievement of that vision.
- Ensure clear process and identified responsibilities for broad acceptance and use of research-based programs and interventions by school districts locally, regionally, and nationally.
- Develop strategic alliances with community and education leaders to drive change.

Resource Management & Development

- Obtain financial support and resources to ensure the annual budget is funded and organization has adequate cash flow.
- Oversee the creation and implementation of resource development plans and participate enthusiastically in the personal cultivation and solicitation visits with staff and Board members.
- Ensure effective grant application development and compliance with government agency funders and partners.
- Negotiate effective contracts for services with private and public agencies.
- Develop and implement strategies to obtain gifts from individuals, corporations, and foundations.
- Provide leadership to and participate actively in capital, endowment, and other special campaigns.



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Key Duties and Responsibilities (continued)

Program Development, Operations, and Support

- Oversee development and delivery of all programs, ensuring that programs and services address community needs, serve the organization’s mission, and provide high impact to the practitioners in the field.
- Ensure regular evaluation of programs and oversee changes to content as appropriate so that high quality and impact are maintained consistently.
- Maintain knowledge of trends in K-12 health education such as professional learning, personalized and next generation learning, and other relevant issues as they arise.

Operations & Financial Management

- Ensure development, implementation and monitoring of the organization’s annual budget.
- Ensure all necessary administrative and operational systems are in place to support effective operations.
- With the Board of Directors, conduct official correspondence of the organization, and jointly with designated officers, execute legal documents.

Staff Management

- Select and retain a high quality, diverse team of staff members.
- Maximize the potential of all staff members; set high quality performance standards and support a coaching, collaborative skill development environment that supports the attainment of RMC Health’s mission.
- Establish a positive, entrepreneurial, inclusive, collaborative atmosphere among staff in which different perspectives are valued, teamwork is encouraged, and high quality programs and services are delivered.
- Partner effectively with the staff, providing mentoring support and opportunities for skill development and professional growth.
- Effectively and promptly counsel staff members on performance, career growth opportunities, and other issues. Ensure annual performance reviews are conducted.
- Assume responsibility for all hiring and terminations, following legally compliant practices and RMC Health’s commitment to diversity, equity and inclusion.
- Develop and implement effective and market-based compensation programs.

Marketing and Public Relations

- Represent RMC Health professionally, passionately, and articulately in local, regional, and national communities helping to build the long term “brand” of the organization and its programs.
- Communicate and convene with policy advocates to drive systemic change.
- Increase visibility of RMC Health’s programs, services and activities and maintain strong, effective public understanding of the organization’s impact and effectiveness.
- Oversee development of most effective uses of social media and other emerging technologies to connect and communicate with RMC Health clients, partners, education practitioners, and community advocates.



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Key Duties and Responsibilities (continued)

Board Development and Support

- Ensure overall effective board governance structure, organization, and policies.
- Identify, recruit and develop a diverse group of effective Board members.
- Provide leadership, direction, and act as senior staff liaison to the Board.
- Ensure active participation by Board members and support effective Board roles and functioning.
- Ensure materials that facilitate Board analysis of issues and decision-making are provided for Board meetings in a complete and timely manner.
- Oversee staff liaisons to Board committees to ensure they are provided with the information and support necessary to fulfill their objectives.

Other duties, as assigned by the Board of Directors.

Strengths and Talents

- Leader: Confident, respectful, steady and enthusiastic; respects and values multiple views and input; unites staff toward a common vision; manages organizational growth while continuing commitment to organizational compassion, passion and empathy
- Communicator: An exceptional written and verbal communicator; a good listener; a clear, direct and succinct communicator; well-spoken and comfortable with public speaking
- Team builder: Open, supportive and empathetic; someone who is invested and has a track record of growing others; ability to build a high performing team
- Strategist: Visionary; a long-term strategic thinker; a problem-solver; nimble and responsive to changing environments
- Unifier: The ability to synthesize multiple, competing agendas into a unified strategy; the ability to inspire and mobilize others
- Influencer: The ability to influence and persuade others
- Manager: Well organized; disciplined; comfortable with delegating

Experience, Knowledge, and Skills

- Demonstrated leadership experience with specific experience leading a team to accomplish challenging goals. Experience working in an educational setting (e.g., school, school district, state education agency), public health, or nonprofit/community-based organization preferred.
- Familiarity with, and ability to build support for, concepts such as health equity; health disparities; social determinants of health; risk and protective factors; Whole School, Whole Community, Whole Child model; best practices; evidence-based practices.
- Experience in developing and implementing a strategic vision for an organization and building buy-in to that vision with diverse stakeholders.
- Experience in working with and cultivating relationships with major funders including foundations and government agencies.
- Demonstrated experience in working with a governing board.
- Leadership experience in managing financial operations, building revenue streams, and recruiting and leading a high performing staff.
- A track record of credibility and relationships with diverse constituents across Colorado and nationally.



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Experience, Knowledge, and Skills (continued)

- Understanding of how to deliver effective customer service.
- Partner with all members of the organization in both strategic and tactical matters to further the mission and strategies of the organization.
- Ability to efficiently manage multiple tasks with accuracy and respond to changing priorities.

Dispositions

- Asset-based orientation.
- Learning mindset and continuous improvement.
- Ability to be self-reflective.
- Commitment to equity and inclusion.
- Ability to hold multiple perspectives and the skills to foster relationships with all levels of employees, partners, and clients.
- Ability to accept and give feedback freely and honestly.
- Ability to thrive with minimal direction and supervision in potentially ambiguous and changing environments.

Other Qualifications

- Bachelor's degree, advanced degree highly preferred; other significant leadership experience will be considered in lieu of formal degree completion.
- Ability to travel, as needed, in-state and out-of-state.

RMC Health is an equal opportunity employer. RMC Health will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment, against any employee or job applicant, on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.