

NORTHWEST REGIONAL TELEHEALTH RESOURCE CENTER

Position Description/Scope of Work

Job Title: Executive Director – Full time position
Reports to: NRTRC Board of Directors

Date: September 2009

JOB PURPOSE:

Under limited supervision, this position plans, implements, supports, directs, and evaluates all activities to promote the sustainability of the Northwest Regional Telehealth Resource Center. Position also works with regional healthcare entities to market NRTRC and related services to members and outside organizations.

PHYSICAL, SENSORY, ENVIRONMENTAL:

Frequent travel as day trips or overnight. Flexible working schedule, including evening or weekends. Regular exposure to computer, video conferencing equipment and other electronic components.

JOB DIMENSIONS:

This is a pioneering project with a minimal budget, dealing with complex interrelationships between many independent organizations working cooperatively for the mutual benefit of all.

This position functions largely independently while keeping Board and Fiscal Agent apprised of needs, problems, and program status. This individual must be solution oriented and have good customer service skills along with good verbal and written communication skills. Position requires independent study as well as particular attention to current issues, trends and opportunities in the telehealth industry, applications, systems and components. This position also requires a working knowledge of fund development strategies including but not limited to grant research and writing skills.

The Executive Director will be responsible to implement and evaluate the Resource Center's activities, tools, policies and procedures. The Executive Director will ensure compliance with all guidelines regulating grants and contracts and will prepare progress reports for funding sources. The Executive Director will work with the Board and Fiscal Agent regarding budgetary functions, and will assist with preparation of funding proposals.

The Executive Director will be responsible for actively addressing the core business of the resource center that includes but is not limited to:

- Needs assessments for customers, members, and outside organizations
- Requested training for the development of telehealth programs and organizations
- Coordinates NRTRC activities with other professional telehealth organizations and other regional telehealth resource centers
- Coordinates and facilitates all communications between the NRTRC and the Board
- Works with legal and regulatory agencies and outside organizations
- Develops collaborative relationships, linkages, and partnerships to identify opportunities and promote the growth and utilization of telehealth in the region and nationally
- Furthers activities with potential to sustain viability of the NRTRC

The Executive Director is responsible for marketing the NRTRC and working with the media to ensure promotion. This position coordinates the generation of presentations, published articles, website updates and newsletters promoting the efforts of members to increase their visibility as well as the NRTRC regionally and nationally.

The Executive Director provides direction and evaluation and encourages professional growth and development of all Resource Center staff. The Executive Director works with contractors to insure successful implementation of contract work plan.

QUALIFICATIONS:

A four year bachelor's degree from an accredited institution is required; an advanced degree is preferred, in a health related field, business, information technology, education or a related field. Minimum five (5) years experience in a healthcare field preferably in a service capacity, including a minimum of three (3) years of telehealth.

Demonstrated broad experience in business planning, project management, staff management and evaluation of major projects.

Demonstrated ability to propose and develop solutions to organizational telehealth needs.

Demonstrated excellence in customer service.

Demonstrates skills in assessing and prioritizing multiple tasks, projects and demands.

Demonstrates knowledge of the principles and practices of cost accounting, budgeting and strategic planning.

Demonstrates knowledge of fund development strategies for program sustainability including ability to develop partnerships and working knowledge of grant research and writing.

SIGNATURES:

The undersigned have read this job description and agree that it defines the position as it currently exists.

The undersigned know the established salary range for this position.

Executive Director

Date

Chair, Board of Directors

Date

Fiscal Agent, Board of Directors

Date