Executive Director
Northwest Wisconsin Area Health Education Center, Inc.

Northwest Wisconsin Area Health Education Center, Inc. (NWAHEC) is a non-profit 501(c) 3 organization serving an 11-county region in northwestern Wisconsin. The center is one of seven within the Wisconsin AHEC System. Through statewide initiatives, partnerships, and collaborations, the centers serve their respective regions and the state, promoting cooperative solutions to local health problems. AHEC programs focus on education activities:

- enrichment programs for high school students interested in health careers,
- community-based training opportunities for health professions students,
- professional development programs for providers, and
- health promotion programming for consumers.

The service area of Northwest AHEC includes 20% of the Wisconsin land area and eleven counties: Ashland, Barron, Bayfield, Burnett, Douglas, Iron, Polk, Rusk, Sawyer, St. Croix and Washburn. Ten of the NWAHEC counties are designated as Mental Health HPSA’s, ten contain Primary Care HPSA’s and nine are classed as Dental HPSA’s. In all but one, the populations exceed the state average of persons aged 65+. Nine of the eleven counties top the state average for people living below the poverty level. Somali immigrants lured by jobs in the poultry industry now comprise 13% of the city of Barron’s population. In addition, the Northwest region is home to four Bands of the Lake Superior Chippewa – Bad River, Lac Courte Oreilles, Red Cliff and St. Croix.

The Northwest region is served by three Community Health Centers (Superior, Minong/Hayward and Bayfield) with four service delivery sites. It also includes an additional two service delivery sites of the Family Health Center of Marshfield CHC, five rural health clinics and sixteen Critical Access Hospitals.

Wisconsin Indianhead Technical College, with campuses at Ashland, New Richmond, Rice Lake and Superior, provides opportunities for students to study for a variety of health programs to include, but not limited to, Associate Degree Nursing, Medical Assistant, Nursing Assistant, Emergency Medical Technician, Occupational Therapy Assistant, Dental Assistant, Health Information Technician and Medical Coding. The Lac Courte Oreilles Ojibwa Community College, UW Barron County 2-year campus, four-year degree granting institutions Northland College and UW Superior are the region’s other educational institutions. The UW System has a BSN-completion program available via distance education. Health education programs are offered by the University of Minnesota-Duluth, Duluth’s St. Scholastica College and Lake Superior College (a two-year community and technical college). Duluth, MN is adjacent to the city of Superior, WI in the northwest corner of the Northwest AHEC region.

Location:
The current office is home-based in Superior, Wisconsin; but, significant travel is required within the 11-county region and to out-of-state locations for regional and national conferences, as appropriate. The Board is open to proposals for relocation of the home-based office to another location within the NWAHEC region (Ashland, Barron, Bayfield, Burnett, Douglas, Iron, Polk, Rusk, Sawyer, St Croix and Washburn counties).

Position:
The Executive Director serves as Chief Operating Officer and reports to a Board of Directors. The Executive Director is responsible for developing, organizing, directing, and evaluating all administrative, fiscal, personnel and operational functions and has a primary role in delivery of programs and programmatic functions of the Center. The Executive Director serves as the Center’s liaison with community representatives including funding sources, health care providers and educators, project partners, governmental officials and the Wisconsin AHEC System. **The position is available July 1, 2016.**
Essential Job Functions:

1. Assist the NWAHEC Board of Directors in development, implementation and evaluation of a fund development plan based on the Center’s vision, mission and objectives.

2. Secure and maintain funding for the Center.

3. Provide leadership in planning and recommending NWAHEC services and programs based on the Center’s mission and within funding guidelines.

4. Ensure and report on measurable outcomes for each program.

5. Develop and deliver programs such as k-12 health careers summer camp, health careers k-12 in-school presentations etc.

6. Establish and maintain visibility and relationships within the counties served.

7. Represent the Center at meetings on local, state and national levels.

8. Communicate accomplishments and projects of the Center to government officials, key stakeholders and the community at large. Serve as the chief spokesperson for the Center.

9. Maintain effective communication and relations with the Board of Directors.

10. Assist the Board of Directors in developing and implementing effective goals and strategies to advance the Center’s mission.

11. Provide the organization with responsible fiscal oversight. Prepare an annual budget, monitor the budget and provide a financial report for each Board meeting.

12. Maintain a positive cash flow. Assist the Board in financial analysis and make recommendations on appropriate allocation of funds.

13. Prepare and maintain written agreements with cooperating agencies and institutions, as required by NWAHEC’s funding sources; prepare financial and programmatic reports as required by the Board of Directors and the Wisconsin AHEC Program System Office at UW-Madison.

14. Provide primary personnel and human resources management as needed.

15. Develop and implement a regional marketing plan as needed.

16. Perform other duties as appropriate and as directed by the NWAHEC Board of Directors.

Other Job Duties:

Participate in appropriate community initiatives, events and programs

Physical Demands:

Requires significant travel.

Performance Requirements (Knowledge, Skills, and Abilities):

1. Demonstrated verbal and written communication skills. Interpersonal skills include representing institutions and policies to a broad range of constituencies and demonstrated organizational skills.
2. Experience with grant proposal writing and the development, delivery, and evaluation of educational programs for school-age, adult and non-traditional learners, including both program and budgetary content.

3. Experience with state and federal government policies and procedures that affect the AHEC mission and programs.

4. Experience with the workings of private, nonprofit corporations and with general policies governing the use of funds from state, federal, and other funding sources.

5. Demonstrated ability to manage grant supported programs and develop new plans and proposals for funding.

6. Must be able to work in accordance with the goals, objectives, and guidelines set forth by the NWAHEC Board of Directors in keeping with the requirements of NWAHEC’s funding sources.

Working Relationships:
The position reports to the Northwest Wisconsin AHEC Board of Directors. The Executive Director will work closely with the NWAHEC Board of Directors, Wisconsin AHEC Board of Directors, and Wisconsin AHEC System Program Office at the UW-Madison, and task forces and committees addressing issues that are part of the AHEC mission; with community clinical sites, local hospitals, the University of Wisconsin School of Medicine and Public Health and other NWAHEC area health professions education institutions, and with community-based organizations and their representatives.

Minimum Required Qualifications;
Education:
A degree in a healthcare profession or in Public Health, Health Education, Health Sciences, Public Policy or Healthcare Administration, Community Development, Business or related discipline (Bachelors degree required, Masters or other advanced degree is preferred).

Work Experience:
1. Three to five years of administrative or professional experience.
2. Experience in building relations with government officials and agencies, external funders, educational institutions, and health care delivery providers.
3. Experience with the development, delivery, and evaluation of educational programs for school age, adult and non-traditional learners.
4. Experience in finance and business management principles. Knowledge of technology and information services is necessary.

Desired:
1. Work experience as a health care professional.
2. Experience in community development.
3. Experience in management of a community non-profit organization.

Licensing:
None required

Salary:
Starting salary of $57,000-$62,000, depending upon qualifications and experience. Later adjustments will be dependent upon performance and success in expanding Center resources and programs through new grants, contracts and regional partnerships.

1/19/2016