Executive Director
South Central Wisconsin Area Health Education Center, Inc.

South Central Wisconsin Area Health Education Center, Inc. (SCAHEC) is a non-profit 501(c) 3 organization serving a 13 county region in south central 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.

South Central Wisconsin Area Health Education Center (SCAHEC) serves a region that includes both rural and urban underserved areas and populations, but is also home to major medical facilities including the University of Wisconsin Hospital and Clinics in Madison, and the Mercy Medical System in Janesville. The region is also served by three federally-qualified community health centers, each with several care delivery sites.

Throughout the region, health care providers serve an increasingly culturally-diverse population, including African-American, Hispanic, Hmong, American Indian and Amish. South Central AHEC has partnership projects with the UW Medical School, UW Nursing School, UW Physician Assistant program, the Allied Health programs at UW, the health careers programs at the region’s technical colleges, and the Rural Wisconsin Health Cooperative. Through these partnerships, South Central AHEC supports collaborative projects between communities and academic institutions that provide clinical placements and opportunities for health professions students at all levels. South Central AHEC also has a very active health careers promotion and preparation program throughout the academic year, and hosts a health career summer camp in Madison to acquaint high school students with the career opportunities in health care.

Location:
The primary office is based in Madison, Wisconsin but significant travel is required within the 13-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 office to another location within the SCAHEC region (Adams, Columbia, Dane, Dodge, Green, Green Lake, Iowa, Jefferson, Lafayette, Marquette, Rock, Sauk and Waushara 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, operational 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.
**Essential Job Functions:**

1. Assist the SCAHEC 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 SCAHEC services and programs based on the Center’s mission and within funding guidelines.

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

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

6. Develop and implement a regional marketing plan.

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

8. Provide primary personnel and human resources management

9. 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.

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

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

12. Prepare an annual budget, monitor the budget and provide a financial report for each Board meeting.

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

14. Prepare and maintain written agreements with cooperating agencies and institutions, as required by SCAHEC’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.

15. Perform other duties as appropriate and as directed by the SCAHEC 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 SCAHEC Board of Directors in keeping with the requirements of SCAHEC’s funding sources.

**Working Relationships:**
The position reports to the South Central Wisconsin AHEC Board of Directors. The Executive Director will work closely with the SCAHEC 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 SCAHEC 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 $60,000-$65,000, 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.