



Executive Director

The Willamette Health Council (WHC) seeks an experienced, collaborative, and engaged Executive Director to lead community governance of the Marion-Polk Coordinated Care Organization (CCO). The WHC was formed in 2019 to work jointly with PacificSource Community Solutions to manage Oregon Health Plan (OHP) benefits in a CCO model.

The WHC's mission is to improve the well-being of residents in our region by governing our local CCO, engaging our communities, and fostering collaborative relationships. The Executive Director will be accountable to the WHC Board of Directors and act as the primary point of contact for community partners. With oversight from the WHC Board of Directors, the Executive Director will guide and direct staff to carry out the roles and responsibilities spelled out in the Joint Management Agreement (JMA) with PacificSource Community Solutions.

General Statement of Responsibilities

Willamette Health Council Governance:

- With the WHC Board of Directors, build and maintain effective governance (committee charters, role delineation, facilitation, and Board member onboarding)
- Oversee Board training and ongoing education
- Oversee staff and project support for the Board, Community Advisory Council, Clinical Advisory Panel and other committees, work groups, and task forces
- Monitor and support key initiatives and deliverables
- Collaborate with PacificSource Community Solutions – Marion Polk (PCS-MP) regarding development and reporting of global budget, shared deliverables, and CCO contract requirements
- Summarize and present key performance and budget metrics to the Board
- Serve as the WHC's liaison to OHA/State and other statewide workgroups or task forces, as applicable
- Manage WHC legislative needs and advise the Board on legislative developments
- Create and maintain governance calendars
- Act as primary point of contact for community stakeholders

Operations:

- Align WHC staff work and resource management with WHC's mission, vision, and values
- Supervise and support WHC staff and outsourced functions (accounting, human resources, web development, social media, electronic storage, etc.)
- Development of policies and procedures for WHC Operations (to be adopted by WHC board)
- Oversee production and content of WHC website and social media accounts
- As applicable, arrange, perform, or be responsible for WHC core corporate functions and maintenance of WHC as an entity, including required filings, budget, tax accounting, insurance, compliance and legal

Program Development and Implementation:

- Convene community stakeholders to develop the Community Health Improvement Plan and Community Health Assessment
- Develop and implement initiatives and projects aligned with WHC mission
- Identify and access grant opportunities to fund initiatives aligned with WHC priorities
- Track, manage, and fulfill WHC deliverables per the Joint Management Agreement with PCS-MP

Stakeholder and Community Relations:

- Maintain stakeholder outreach and engagement
- Build and retain effective working partnerships in the community
- Take part in external activities aligned with WHC goals

Strategy and Planning:

- With the Board, develop long-range plan using Community Health Improvement Plan, Community Health Assessment and other key documents as guides
- Ensure stakeholder involvement in decision-making, strategic planning, and budgeting for WHC and CCO
- Develop investment and evaluation strategies for WHC projects and funding opportunities

Education and Experience:

- Master's degree in health-related field or bachelor's degree in health-related field, with commensurate experience preferred
- Minimum five years supervisory experience in a healthcare-related organization
- Experience in operations management and working with community boards and public entities
- Experience with government relations preferred
- Prior grant writing and history of successful funding preferred

Salary & Benefits

- Competitive salary
- Comprehensive benefit package

To Apply:

Submit resume and cover letter via email to: info@willamettehealthcouncil.org

To learn more about our organization, please visit: <http://willamettehealthcouncil.org/>