

## Chief Executive Officer, Rural Health Enterprise, LLP JOB DESCRIPTION

**Title:** Chief Executive Officer, Rural Health Enterprise, LLP  
**Reports to:** Managing Board Chair, Rural Health Enterprise, LLP  
**Status:** Exempt  
**FTE Status:** 1.0 FTE  
**Location:** Hybrid Remote & Corporate Office (Olympia, WA)  
**Supervising:** This position will supervise employees and professional contractors  
**Salary:** DOE

### POSITION SUMMARY

This is a unique opportunity for an entrepreneurial, results-driven, proven leader in healthcare to lead the Rural Health Enterprise, Limited Liability Partnership (RHE). RHE is a new for-profit subsidiary of The Rural Collaborative (TRC), a 501(c)3 nonprofit organization. This individual may also be called to support TRC's joint contracting, health plan strategy and financial operations.

The two organizations are described below:

- TRC is a network of 24 rural Public Hospital Districts in Washington State. TRC's work is member-focused and requires dynamic interaction with members, health plans, and service vendors. This requires teamwork, developing and nurturing alliances, and professional relationships in a fast-paced, and rapidly changing environment. TRC, founded in 2003, enjoys stable leadership, a well-defined mission, and a formalized organizational structure with a track record of delivering value to its members and the rural communities they serve. TRC's strength is creating synergy among its members to collectively achieve more than individual members can achieve separately. **TRC's mission is to defend, create and design the future of rural health care through collective strategy and action.**
- RHE includes a General Partner, which is TRC, and 16 Limited Partners, all of whom are members of TRC, and the Partnership could grow as large as 25. Limited Partners must be members of TRC. Additionally, RHE will have Non-Equity Partners, who may represent healthcare entities that are not part of TRC but wish to participate in the RHE. The purpose of RHE is to create unparalleled value for rural hospitals and health systems through either increased revenue and/or reduced expenses. This will be accomplished by gaining economies of scale through maximized participation in shared, high-value health services. **RHE's vision is to generate revenue and reduce costs through participation in its health services and programs.**

This individual is the CEO of RHE and serves as its administrative officer, reporting to the RHE Managing Board Chair. At the outset, this role will be the candidate's sole focus. The ideal candidate is confident in their potential to achieve investment milestones and metrics of success, which will be set in collaboration with the RHE Board. A successful candidate will have an entrepreneurial mindset, and the ability to translate and implement a business plan into tangible programs or services. Additionally, the incumbent will have strong and proven business expertise, and will oversee the financial aspects of RHE. We seek the individual who can both think creatively and translate ideas into action, with a passion for fulfilling opportunities to

advance over time. Our ideal candidate is someone who proactively identifies and chases down new opportunities.

At such time deemed as appropriate by the RHE Board, this position also will also support TRC, providing executive oversight over TRC's financial operations and its strategic goals to reduce administrative burden from payers and explore alternative rural payment models.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES: TWO COMPANIES**

### **I. Rural Health Enterprise, LLP**

#### *Leadership*

- In partnership with the General Partner and Board, set the culture, mission, vision, budget, and strategic plan to guide the organization.
- Present a business plan for approval that meets the investment milestones and metrics of success set by the Board.
- Foster effective teamwork with the General Partner Representative, the Executive Committee, and the Board.
- Act as the spokesperson for the organization.
- Provide the Board with regular, comprehensive communications on programs and financial benchmarks.
- Lead a positive, healthy, and safe work environment.

#### *Operational Management*

- Establish an organizational structure, including but not limited to organizational chart; foundational policies, procedures, project plans, agreements; and operational plan which incorporates milestones and metrics of success.
- Operationalize the financial structures necessary to ensure financial adherence with generally accepted accounting principles (GAAP); manage Partner capital accounts; create and execute a tracking system; manage funds flow; monitor controls; maintain the general ledger; coordinate accounts payable and accounts receivable; and ensure sufficient ongoing financial statement review.
- Oversee the efficient and effective day-to-day operation of the organization.
- Recruit and select staff that have the right technical and interpersonal skills to further the organization's metrics.

#### *Business Development*

- Oversee the planning, implementation, and evaluation of RHE's programs and services.
- Develop and maintain a list of potential projects and programs that meet the strategic goals of RHE. Prioritize and analyze the project list. Make recommendations to the RHE Board, Executive Committee and General Partner on business opportunities.
- Evaluate potential business opportunities by analyzing market strategies, requirements, long-term potential, and financial implications. Consider options and prioritize projects.
- Execute new initiatives and partnerships by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Ensure that the programs and services offered by RHE further the investment milestones and metrics of success.
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.

## II. The Rural Collaborative, 501(c)3

- Support the Collaborative's culture through thought and deed.
- Support the Executive Director in the development and execution of the organization's strategic plan and annual budget.
- Supervise the team (includes staff and professional contractors) in charge of TRC's financial policies, planning and accounting practices, and other financial activities including, annual budgeting, audit, tax, accounting, purchasing, real estate, long range forecasting, and insurance activities.
- Provide technical leadership for the Chief Financial Officer Committee, Revenue Integrity Committee, and others as deemed appropriate.
- Provide executive leadership for TRC's health plan initiatives to reduce administrative burden and explore new alternative payment models.

### **OTHER JOB FUNCTIONS**

- Attends staff meetings, conferences, trainings or other events as requested.
- Provide additional support and performs additional duties as deemed appropriate by the Managing Board of RHE.

### **QUALIFICATIONS**

#### ***Education and Experience***

- MBA, MHA, JD, or CPA is preferred. Equivalent experience may be substituted for an advanced degree. Other advanced degrees may be considered depending on experience – JD, Ph.D., MD.
- Minimum eight years working within healthcare administration; CFO, CEO or COO preferred; rural experience preferred.
- Minimum five years of leadership experience with accountability for managing a team.
- Extensive experience leading high profile contract negotiations, business planning and strategic execution of initiatives.
- Experience in negotiating vendor and payer contracts for rural health systems.
- Experience working with a Board of Directors and/or Managing Board.

#### ***Knowledge, Skills & Abilities:***

- An entrepreneurial mindset PLUS a strong operational skillset.
- A creative thinker who can translate ideas into tangible solutions.
- Able to use data to drive results. Strong decision-making skills.
- Proactively identifies and chases down new opportunities.
- Demonstrated facilitation, negotiation, consensus-building, and problem-solving skills.
- Ability to build and maintain effective working relationships with a wide range and individuals.
- Strong business and/or financial experience and responsibilities in a for-profit environment.
- Thorough knowledge and extensive experience healthcare operations.
- Current knowledge and anticipatory knowledge of compliance and financial reporting requirements relevant to Limited Liability Partnerships, non-profits, public hospital districts, and rural healthcare systems.
- Ability to work within matrix reporting relationships.
- Exceptional communication and interpersonal skills are required.
- Strong change management skills with the ability to lead and implement change.

#### ***Licensing & Special Requirements:***

- Washington State Driver's license and proof of insurance required by time of hire.
- Incumbent will be subject to background and professional reference checks.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

- Most work may be performed remotely. There is an expectation that the individual will come to the Olympia office at least one time per month. The schedule of in-person work will be negotiated between the candidate and the Executive Director of TRC.
- The individual will travel to meet with their Limited Partners and/or Members, and potential vendors, contractors, or partners. Overnight stays may be required.
- Travel to hospitals and clinics is required; therefore, the candidate must comply with the health policies and protocols of the facilities they visit.
- The position requires occasional evening hours and may require standing or sitting for long periods of time.
- The position requires hand manipulative skills for word processing and writing. The individual must be able to hear verbal conversations over the phone and in-person with background noise. The individual must be able to consistently identify objects and persons at a distance and read fine print on various forms.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*