

JOB POSTING

TITLE: CHIEF EXECUTIVE OFFICER (CEO)

STATUS: FULL TIME/EXEMPT

LOCATION: ABLE TO WORK/TRAVEL TO ALL OF OUR LOCATIONS IN ANTIOCH, RICHMOND, OAKLAND, CA

The Brighter Beginnings mission to **“support healthy births and successful development of children by partnering with parents and helping to build strong communities”**, gains its strength and aspiration from our core belief and vision: Every family matters and every child deserves a happy, healthy future. Our multicultural, bi-lingual staff of passionate and committed family-service professionals work within our closest Bay Area communities to support healthy births and successful development of children by partnering with parents and helping to build strong communities. Our ultimate goal is to help parents with limited financial, support and medical resources become self-sufficient so they can raise happy, healthy children. In return, we visualize a prospering community full of healthy and happy children who grow up to also be happy and self-sufficient parents. We focus our efforts in East Bay communities where parents and children have limited resources. Our family centers are located in Oakland, Richmond, Bay Point and Antioch.

**OUR HISTORY**

Brighter Beginnings is a 501c3 nonprofit organization that has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

As our holistic view of healthy families developed, so did the array of programs that help our clients cope with multiple personal, familial, and economic problems. We’ve also created a robust collaboration with like-minded agencies that give our client-families access to vital services such as healthcare, childcare, housing, education, job training, and temporary public benefits.

At this juncture, Brighter Beginnings administers 7 Million in revenue and has grown into a respected and well-connected organization with four locations in Oakland, Richmond, Bay Point, and Antioch. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of the challenges they faced in their own families.

# POSITION SUMMARY

Under direction of the Board of Directors, the CEO role is responsible for overall strategic leadership, planning, development, direction, and coordination of Brighter Beginnings. The CEO also functions as the Project Director of the Brighter Beginnings FQHC Look Alike Primary Care Centers. The CEO provides vision, leadership, motivation, inspiration, and direction to the Board, staff, volunteers and supporters of the organization. He/she serves as the agency's senior representative and spokesperson to all constituencies, both external and internal, and serves as an advocate for and coalition builder on behalf of the uninsured and underinsured residents of the Greater Bay Area (and in particular Alameda and Contra Costa Counties). The CEO is responsible for the overall operational management of the organization and attainment of its long-range goals. The CEO must display outstanding management skills and be capable of ensuring ongoing delivery of quality services in a cost effective and responsible manner. He or she must be a visionary and leader, a diplomat committed to enhancing the quality of life by improving the health and wellness of the people in targeted communities of the Greater Bay Area. The CEO must possess the communication and interpersonal skills to continue the Family Health and Primary Care Clinic(s) forward momentum, consistent with its mission and vision.

# QUALIFICATIONS

* Bachelor’s degree required; Master’s or higher professional degree preferred.
* 5+ years of experience managing a Federally Qualified Health Center (s) required
* 5+ years of experience with managing multiple contracts; non-profit and grant writing experience preferred.
* Demonstrated success in leading and directing both community health care facilities and contracts providing social work, home-visits, and counseling.
* Experience managing budgets of similar size and scope; minimum of $7 M budget with multi-sites and 90+ staff.
* A strong and inspirational leader who will build collaborative relationships with community partners, fundraising sources, civic leaders, and charitable agencies as well as strong alignment with Brighter Beginnings Mission and core values.
* Significant knowledge of trends and issues, laws and regulations related to the delivery of ambulatory and behavioral health care services and community based support services such as home visiting and case management.
* Success in establishing relationships with individuals and organizations of influence, including civic leaders, charitable agencies, fundraising sources, etc.
* Success with planning, analysis and implementation of decisions affecting new business growth and development.
* Able to understand and adapt industry standards from other contexts.
* Proven track record for team building and the ability to leverage the diverse skills and personalities of a team and a dynamic and highly effective Board.
* Excellent oral and written communication and interpersonal skills and the ability to work with diverse populations.
* Demonstrated ability in reporting to and working collaboratively with a governing board to develop vision and policy for a complex, multi-faceted organization.
* Understanding of marketing and strategic communication approaches.
* Proven skills in building and maintaining individual and organizational partnerships to accomplish common goals.
* Outstanding oral and written communication skills and ability to make presentations that are compelling, persuasive and concise.
* Proven background in providing strategic vision and management to major gift fund-raising activities.
* Preferred experience in leading an organization through a comprehensive capital campaign.
* Experience motivating and inspiring volunteers.

**Personal Qualities**

1. Passionate commitment to the mission of Brighter Beginnings and to the uninsured and underinsured residents of the Greater Bay Area.
2. Commitment to diversity and promoting a diverse workforce and understanding that hiring outstanding people within the community is the key to providing quality care.
3. A highly regarded professional stature and credibility.
4. Ability and experience to foster and enhance mutual respect, maturity and sound judgment.
5. Ability to prioritize and successfully complete multiple tasks in a timely manner, adjusting to fluctuations in priorities, workload and circumstances.
6. Big picture orientation and understanding of the social, political and cultural context within which the Centers operate.

# ESSENTIAL DUTIES AND RESPONSIBILITIES

**Corporate Governance**

* Develops, obtains Board approval, and implements the goals, objectives, and priorities of the health center.
* Develops and implements Board- approved key policies and directives.
* Assures compliance with all contractual and funding requirements
* Prepares appropriate reporting materials to inform the Board of Directors summarizing the status with management, governance, finance and programs; Serves as ex-officio member of Board of Directors, all standing committees and assists Board chair in planning agenda for all Board meetings.

**Leadership and Operations**

* Directs the development, strategy and implementation of the organization’s strategic plan as well as new programs
* Provides leadership to ensure the mission, vision and core guiding principles of Brighter Beginnings are practiced by all staff.
* Organizes the staff and other resources in carrying out the health care program within budgetary goals and objectives.
* Oversees and executes contract negotiations and presents contracts to the Board for approval.
* Business Management and Financial Oversight
* Maintains a financially viable and cost competitive health center.
* Oversees the adequacy and soundness of the Center’s financial structure.
* Directs and reviews the development of the health care program and organizational budgets.
* Ensures accounting and internal control systems are appropriate to the size and complexity of the health center and are based on Generally Accepted Accounting Principles.
* Ensures that process and outcome objectives and work plans are created for all clinical and non-clinical programs
* Clinical Oversight and Quality
* Ensures that each site provides quality clinical services to its patients.
* Develops, in concert with clinical and senior managers in concert with the Medical Director for board approval, a service delivery model(s) that meets the needs of the Center’s patient population.
* Develops and implements a board-approved needs-based health care plan and budget that ensures Center patients have Access to primary and preventive health care services and assistance in accessing other health, social and ancillary services.
* Monitors performance of Quality Assurance plan.
* Develops and maintains appropriate risk management programs.

**Marketing & Development**

* Develops and secures community support for the objectives of the health center maintaining a positive image.
* Ensures community awareness of the health center’s mission, goals, objectives, and operation by initiating and supervising an active public information program.
* Cultivates effective relationships with health-related agencies and activities, business organizations, the general public, public officials, BPHC/HRSA, and other federal, state, private, and local government agencies and private funding sources.Core Competencies Required
* A courageous and *visionary servant leader* who will partner with the Board to establish long-term goals to continue to grow the organization and respond to the changing needs in a low-income community.
* Able to provide strong *leadership* in implementation, tactics, budgets and goals.
* Proven management, business, fundraising, and *financial acumen*.
* A *charismatic* and sophisticated *communicator* who will be a strong advocate in promoting the mission of the center within the community and outreach events.
* Keen *analytic*, *critical thinking* and *problem-solving* abilities that enable sound decision- making.
* Strong professional ethics, *integrity* and *accountability* in all actions; respect and appreciation for *diversity*.
* Capable of directing and *coaching staff* and successfully managing conflict.
* Success in *recruiting*, *developing*, and *coaching high performing teams*.
* Able to build *strategic business partnerships*.
* Capable of *interpersonal influence* with media, government and regulators.
* Capable of building *consensus* among a variety of groups.
* Comfortable with *speaking diplomatically* in front of large groups of people internally and externally.
* Willingness to *listen to learn* and *accept feedback* from others.

# SUPERVISORY RESPONSIBILITIES

# The CEO supervises key management staff.

**SPECIAL ADA REQUIREMENTS**

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior office/clinic work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

Brighter Beginnings is committed to diversity and inclusion. At Brighter Beginnings, employment decisions are made regardless of sex, gender identity or expression, sexual orientation, race, ethnic origin, color, creed, religion, national origin, citizenship, age, marital status, physical or mental disability, genetic information or ancestry, protected Veteran or military status, or other characteristics protected by law.

If you require alternative methods of application or screening, you must approach the employer directly.