



Bay Clinic, Inc.
Serving our communities since 1983

Bay Clinic, Inc.

Family Health Centers

POSITION DESCRIPTION

INTERIM CHIEF EXECUTIVE OFFICER

SUMMARY: The Board of Directors of Bay Clinic, Inc. is searching for an experienced nonprofit leader to serve on a part-time basis as Interim Chief Executive Officer while the search for a permanent CEO is conducted. The former CEO left as of January 31, 2012, and the Board of Directors intends to hire a permanent replacement by June 2012. However, if the search process extends beyond June, the candidate selected will be expected to continue on the job until a permanent CEO is in place.

The Board of Directors is looking for an Interim CEO who has experience in health center operations, possesses strong leadership qualities to support and lead the employees of Bay Clinic, and is committed to the mission and vision of Bay Clinic. *In order for the Interim CEO to be truly an interim and create the transition space necessary, those individuals who apply for the Interim CEO position will not be considered for the permanent CEO position.*

AGENCY OVERVIEW: Bay Clinic, Inc. is East Hawai'i's Federally Qualified Health Center serving Hawai'i Island families since 1983 through its network of eight community health centers. It provides quality, affordable, and community-directed primary medical, behavioral health and dental care to thousands of Hawai'i Island residents regardless of their insurance status or ability to pay. In 2011 Bay Clinic cared for 18,000 patients with 60,000 visits. Bay Clinic is the largest private nonprofit health care provider on Hawai'i Island and is the third largest community health center network in the State.

JOB DETAILS:

Expected duration: March 2012 through June 2012

Hours: 20 to 25 hours per week

Pay: Minimum \$75.00/hour, depending on qualifications

Reports to: Board of Directors

JOB DESCRIPTION: The Interim Chief Executive Officer position will be tasked with:

- Undertaking an objective review of administrative systems and board governance, affirming strong or favorable points while identifying areas needing attention;
- Undertaking an objective review of the organizational culture of its operations and addressing identified personnel and improving staff cohesion and effectiveness;
- Overseeing and guiding Bay Clinic's leadership team in all aspects of its operations including:

- Working collaboratively with the leadership team and relevant staff and board members, overseeing execution of programs, program development, and accountability to mission and stakeholders;
- Financial management to include preparation of annual budget, grants administration, and fund raising;
- Personnel management and organizational structure;
- Effectively interacting and communicating with the Board of Directors;
- Representing Bay Clinic positively and professionally within the community and with professional organizations

DESIRED QUALIFICATIONS:

- Previous significant nonprofit executive experience (in a community health center a plus)
- Experience in leadership and management of a complex entity having multiple sites and 100+ employees
- Ability to effectively lead and support a team towards setting and meeting the team's goals and objectives
- Budgetary, financial and systems management skills
- Experience in organizational change and alignment
- Knowledge of medical systems a significant plus

HOW TO APPLY: Please send resume and cover letter by email to bayclinicinterim@gmail.com by 5:00 p.m., February 24, 2012.