

**Title:** Executive Director  
**Classification:** Exempt  
**Reports To:**  
**Supervises:** Director of Public Policy; Director of Programs; Director of Finance; Director of Communications; Director of Quality & Performance Excellence; and Director of Clinical Transformation & Informatics

**To apply, email cover letter explaining how you meet the minimum qualifications along with a resume and OKPCA application to [shall@chhcok.org](mailto:shall@chhcok.org). Posted until filled.**

The Oklahoma Primary Care Association is a 501c3 membership association of community health centers serving medically underserved areas. OKPCA is a dynamic, team-oriented nonprofit association and provides support and technical assistance to federally qualified health centers (FQHCs) and other safety-net primary care providers across Oklahoma.

### SUMMARY

The Executive Director is responsible for oversight of overall operations, supervision of senior management team, fiscal accountability, and the accomplishment of goals and objectives of the Association. The Executive Director is hired by, evaluated by, and directly accountable to the Board of Directors.

### QUALIFICATIONS

- Master's Degree in Public Health, Business or Public Administration (preferred) or Bachelor's Degree (required) preferably in Business or Health
- Certified Association Executive designation desirable
- Three years direct administration experience in a health-related association or health center experience preferred
- Proven record of leadership, diplomacy and policymaking
- Proven track of successful funded grant development, acquisition and budget administration
- Dependable transportation with current auto insurance and valid Oklahoma driver's license required for frequent in-state travel
- Above average verbal and written communication skills
- Ability to interact with the public
- Ability to thrive in diverse, multi-cultural environment

### DUTIES AND RESPONSIBILITIES

Essential Duties and Responsibilities include the following:

- Development and adherence to organizational mission, fund development; long and short-range planning; resource acquisition and focused growth;

- Implementation of projects, budgeting, investments and other tasks as specified by the Board of Directors
- Negotiate and enter into contracts on behalf of the Board of Directors.
- Program growth in accordance with established policies of the Association
- Responsibility for sound financial systems, productivity and performance outcomes
- Appropriate intervention for protection from the potential legal liability and exposure
- Develop linkages between stakeholders to assure members' ability to provide primary care services
- Represent the Association at local, state and national levels to promote and foster positive inclusion in policy development and health care reform
- Ensure continued visibility and viability of members as an organization
- Identify areas of need related to CHCs, their communities and target population to alleviate barriers to care
- Develop marketable training/technical assistance products and services for members

## **GENERAL**

### **Personal Characteristics**

- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization and/or department forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **Language Skills**

Fluency in written and spoken English required.

### **Role as a Team Member**

OKPCA is a team-oriented organization; a tight-knit group of professionals committed to both the

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mission and to enjoying their jobs. Respectful interpersonal relationships, a fun team dynamic, and a passion for advancing the cause of community health centers are equally critical components of the work environment.

### **Internal/External Contacts**

Builds productive internal/external working relationships.

### **Innovation**

Suggests new platforms and methods to obtain input from diverse voices into development of OKPCA's priorities. Constantly seeks new ways to best engage with partner organizations. Always seeking most effective means to convey OKPCA's messaging to our audience. Demonstrates out of the box thinking. Connects ideas and concepts in innovative ways.

### **Work Site**

Duties will be performed in both an office setting and out in health centers.

### **Travel Required**

In-state and out-of-state travel is required for this position. Must possess valid Oklahoma driver license and provide proof of insurance. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per OKPCA policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit behind and use a computer, talk, hear, and be able to operate general office equipment. This individual is also required to stand, walk, and reach during events.

### **Statement of OKPCA Practices**

OKPCA is committed to continuous internal quality improvement practices. We work in a fast moving, ever changing environment in which management and staff strive to create constantly improving quality. OKPCA places a high value on member relations and is a dynamic, team-oriented organization.

OKPCA is a smoke free, drug free workplace. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national origin or disability. OKPCA expects employees to be culturally competent, with the ability to interact positively with people who do not look like, talk like, think like, believe like, act like, and live like they do.

### **General Statement**

Oklahoma Primary Care Association (OKPCA) is a private, 501(c)(3)-membership organization of Oklahoma's "safety-net" primary care providers. Our mission is to strengthen access to affordable community-based health care through advocacy, education, and technical assistance. Our membership primarily includes the federally qualified health centers (FQHCs) and Look-Alikes as well as Indian Health Centers, and community clinics with similar missions and governance.

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