Western New York Rural Area Health Education Center

Immediate Opening:

**Chief Executive Officer**

The Western New York Rural Health Education Center (R-AHEC), located in Warsaw, New York, is a non-profit 501 (c) 3 community-based organization with a staff of 13 FTEs and a 2020 budget of $1,040,930 in a 12-county region of Western New York. Our mission is “to improve health and healthcare through education.”

The organization is seeking a Chief Executive Officer (CEO). The Chief Executive Officer (CEO) is responsible for the overall management, operational leadership, coordination, program planning, development, and evaluation of the activities the organization. The CEO is responsible for implementation of policies and directives as may be issued by the Board of Directors.

Preferred Qualifications:

- A Master's degree in Public Health, Healthcare Administration, Education, Business Administration, or a related field or a Bachelor’s Degree plus a minimum of 7 years of senior management experience.
- Excellent written and oral communication and interpersonal skills.
- Experience in grant writing, contract negotiation and contract management.
- Experience working with monthly financial reports and budgeting.
- Knowledge of non-profit administration and management practices.
- A strong sense of leadership and self-direction.
- The ability to cope with a high degree of job stress and organizational change.
- The ability to work without supervision and function as a member of a team.
- Computer literate; able to gather and analyze data and demonstrate critical thinking and problem-solving skills.
- Experience with local health and human services agencies and healthcare provider and educational networks.

Send cover letter, resume, and the names and phone numbers of three current references to:
Stuart Hempel, Board Vice-Chair, c/o Western New York Rural Area Health Education Center, Inc., PO Box 152, Warsaw, NY 14569 or via email to center@r-ahec.org. The deadline for submission of an application is __March 31, 2020__. 