

Executive Director Position Profile

Family Health Services Inc.
Lincoln and Tecumseh, Nebraska
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fhsi.org

In Collaboration With:
INGRIDKIRST
Consulting

Join a dynamic and progressive organization providing critical reproductive health and nutritional support to individuals in Southeast Nebraska. FHSI is in a phase of redevelopment making this a great opportunity for a new executive director to grow and transform an organization with a rich history.

Organization Overview

Family Health Services has two missions in Southeast Nebraska. The first is to ensure the reproductive and sexual health of every individual by offering confident and caring exams, treatment, and prevention at a low cost. The second is to offer WIC services outside of Lincoln.

Family Health Services has provided services to rural Southeast Nebraska for 50 years and operates a clinic in Tecumseh as well as satellite clinics in Beatrice, Peru, and Crete. Their Lincoln clinic opened in 2009. Together, these clinics provide compassionate reproductive health services to 1,500 patients per year on an income-based sliding fee scale. Their patients are their best referral source as they greatly appreciate FHSI's services including multi-lingual care for people of all genders.

The WIC program provides critical nutrition education and healthy foods to Women, Infants, and Children through ongoing USDA funding. It currently serves 1,000 people monthly in rural areas with an opportunity to grow in the future.

FHSI's primary offices are located in Lincoln and Tecumseh. While the administrative offices are currently in Tecumseh, the board is very open to moving the office to Lincoln depending on the new executive's recommendation.

FHSI currently has 15 staff positions. These staff value honesty, transparency, and flexibility in their work environment. Its two program managers are experienced professionals in their roles. The small board of directors brings experience in healthcare and nonprofits and a strong desire to grow FHSI. They have a budget of \$1 million funded primarily through government grants as well as Medicaid and private insurance.

Position Overview

The successful candidate will have the opportunity to set the direction for FHSI for the next 50 years. They will work with the board of directors to develop a strategic plan and be responsible for implementation. As part of this process, the board is open to looking at additional contracted help to support the ED in their role.

Primary responsibilities for the position are:

- Work with the Board to ensure a long-term growth and sustainability strategy in line with the organization's vision and community needs.
- Raise money to fund the annual budget of the organization through grant writing and donor development.
- Manage all financial aspects of FHSI, including monthly reporting to the board, budgeting, contracting, payroll, and compliance with funding requirements.
- Oversee all HR and staffing activities including recruiting, training, supervision, and evaluation of both paid and volunteer staff, with an emphasis on building an effective team as well as staff growth and training needs.
- Oversee the Family Planning program and the WIC program in coordination with the Program Managers.
- Develop and maintain a strategy for marketing the organization and partnering with community organizations.

Priorities for the New Executive Director in the First Year

In particular, these are the areas identified by the board for the new ED to focus on in the first 12 months, in addition to fully understanding the role and organization:

- **Strategic Planning:** a robust strategic planning process to set clear goals and objectives including developing a genuine understanding of who FHSI is as an agency, its programs, and its long-term vision.

- **Fundraising Growth:** Expanding the budget to meet the needs by raising funds for the organization through local, state, and federal grants and direct asks in partnership with the board of directors.
- **Professional Development and Organizational Culture Enhancement:** Grow staff capacity and knowledge through coordinating training and developing a strong and supportive organizational culture.
- **Establish Connections:** Be an active presence at FHSI locations and grow new and existing partnerships within our community, especially in rural areas.

Desired Attributes of the New Executive Director

Family Health Services Inc. is looking for a new ED with the following skills and experience:

Priority Attributes

- **Leadership:** Above all, FHSI needs a strong leader and manager. Someone who can help staff be the best they can be, who will resolve conflicts promptly, and who will provide a vision for the future of the organization. They should clearly communicate with staff, be present, and lead collaboratively.
- **Passion:** A deep commitment to ensuring reproductive health and nutritional services are accessible to folks from all walks of life.
- **Fundraising:** Experience in raising funds directly from individuals
- **Grants:** Experience in writing and managing grants, including federal grants.
- **Financial Management:** Skilled at accounting, understanding financial statements, QuickBooks, and budgeting.
- **Strategic Vision:** A builder and visionary, able to bring programs together and move the organization forward with clear goals and strategies.
- **Nonprofit Management:** Significant experience managing nonprofit programs and operations.
- **DEIA:** Deep commitment to diversity, equity, inclusion, and accessibility.

Additional Attributes

- **Experience with Diverse High-Need Communities:** Since the organization serves populations in poverty, the director should be willing to engage deeply with high-need communities from a wide variety of backgrounds.
- **Understanding of Healthcare Operations:** Background knowledge to understand the unique aspects of the medical clinic side, including licensure, quality assurance, OSHA, and healthcare policies.

- **Policy and Procedure Development:** Familiar with developing and managing procedures for administration, personnel, and clinics.
- **Community Engagement and Marketing:** Know how to connect with communities in both rural and urban settings to recruit patients and participants.
- **Tech:** Proficient in standard computer applications.

Compensation/Benefits

The salary range for the executive director position is \$78,000 to \$88,500 depending on experience with the potential for a performance-based salary increase at 6 months of employment. This is an at-will, exempt, full-time position. The benefits package includes paid time off and holidays. In addition, FHSI will cover a significant portion of health insurance premiums. Hybrid work arrangements are an option.

Family Health Services is committed to a policy of equal employment opportunity. We are also committed to building a diverse staff and strongly encourage applications from candidates who are Black, Indigenous, or People of Color (BIPOC), women, LGBTQIA2S+, New Americans, disabled, those with non-traditional forms of education, those who have experienced incarceration or have been system-involved, and those who have experience living in a household whose income is below the federal poverty threshold. We believe that all people are capable of great things and encourage you to apply even if you do not meet every requirement listed within this job description.

Application Process

The executive search is being conducted by the Family Health Services Board of Directors with support from Ingrid Kirst Consulting. All complete submissions (resume and cover letter) will be acknowledged and are confidential.

Applications will be accepted until the position is filled but should be sent by January 15, 2024, to ensure full consideration. To apply, please submit a cover letter detailing why you are interested in this position and how your career path has led to this role, along with a resume (PDF format preferred) to Ingrid Kirst at fhsi@ingridkirst.com.

Please contact Ingrid with any questions about the position. She is available to provide additional information.

Successful candidates will complete a screening interview, two rounds of interviews with the committee, and reference checks. The target start date is as soon as possible after the completion of the hiring process (end of January 2024).