### Department: ADMINISTRATION

### Position Title: **President and Chief Executive Officer**

Evaluation Type: Annual Review by Board and Staff. Review will include reflection on mission, vision, and management of operations

Exemption Status: EXEMPT

1. **Basic Function:** The President and CEO of - is expected to assure that the organization is successful in the development and implementation of our strategic and operation plans. The CEO is depended upon to faithfully carry out the mission of our organization. Along with many others, the CEO is expected to create an environment of hope, dignity and love for the residents, staff and others who enter this community.

## Knowledge/Faith, Education, Skills/Abilities, Work Experience:

* **Knowledge/Faith:** The President/CEO must be a mature person of Christian Faith. This person must be a spiritual leader within the community of - and our ownership congregations. It is preferred that this person be a practicing Lutheran. The President/CEO must be a mission directed leader who has the ability to walk broad ecumenical lines, articulating a Christian message and sharing the mission of - with others*.*
* **Education:** The President/CEO must possess a college degree. A master’s degree is desirable but not required. It is preferred that the President/CEO is eligible for and ultimately possesses, licensure by the State of Montana as a Nursing Home Administrator.
* **Skills/Abilities:** The President/CEO must have the ability to: communicate effectively with others; create and share a vision for the organization and effectively manage details. This person must have the capacity to nurture and develop internal growth as well as external affiliations.
* This person must have excellent conflict management skills; be a good businessperson and have the ability to make sound decisions in a timely manner.
* **Work Experience:** The President/CEO must have a broad knowledge of health care and business operations with at least three years of relevant experience in a health care setting.

1. **Supervision Received:** The President/CEO receives direction and supervision from the Board of Directors of -.

* **Internal Relationships:** The President/CEO will seek successful contact with staff, residents, their family members and guests. This person is expected to be aware of the issues that affect those that we serve.
* **External Relationships:** The President/CEO is expected to be actively involved with other local, regional and national organizations (primarily health care related). This person will maintain legislative contact with state and federal representatives, and our ownership congregations*.*

1. **Supervision Exercised:** The President/CEO will directly supervise the Nursing Home Administrator, the Vice President of Management and Outreach Services, the Executive Director of -, the Foundation Director, the Chief Financial Officer, the Director of Church and Community Relations and the Director of Human Resources.
2. **Essential Job Functions:**
3. The President/CEO will interpret and communicate the mission of the organization to all stakeholders and insure that management and staff uphold the integrity of the mission of our organization throughout day-to-day operations.
4. The President/CEO will project and implement a future vision for the organization that serves to maintain - leadership position and to positively influence the evolving role of long-term health care providers within our region.
5. The President/CEO will actively participate in the development of and retain responsibility for carrying out the organization’s strategic plan.
6. The President/CEO will recruit, supervise, and retain a talented, mission driven management staff.
7. The President/CEO will ensure the fiscal integrity of the institution including successfully management of capital assets and investments.
8. The President/CEO will nurture and foster a positive relationship with the Foundation Board, and will assist in the development of funds for -.

## Performance Appraisal Process

The President/CEO’s performance will be evaluated at least annually or as otherwise deemed necessary and beneficial by the Executive Committee of the Board of Directors. The process will seek input from Board members, key staff members and others who are deemed appropriate by the Executive Committee. The President/CEO will complete a self-assessment using the current strategic plan as a guide, prior to the board review.

## Working Conditions

1. The campus of - includes residential and office settings as well as a normal health care delivery environment.
2. The physical and sensory requirements of the President/CEO position are: Either with or without the aid of mechanical devices the incumbent must have the ability to perform the essential job functions previously listed.

The examples of essential job functions identify the major duties and requirements for the performance of the CEO position. They do not identify all duties, responsibilities and requirements of the person in this position.