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VICE PRESIDENT OF HUMAN CAPITAL AND OPERATIONS

POSITION SPECIFICATIONS

CLIENT

Founded in 2003 as a not-for-profit 501(c)(3), The Health Care Foundation of Greater Kansas City (“Foundation” or “HCF”) has a mission of providing “leadership, advocacy and resources to eliminate barriers and promote quality health for uninsured and underserved” in Kansas City, Missouri and a six-county service area including Jackson, Cass and Lafayette Counties in Missouri and Johnson, Wyandotte and Allen Counties in Kansas.

The conversion of traditional nonprofit hospitals to for-profit enterprises has increased the number of “health conversion foundations” such as HCF in recent decades, as federal law requires that proceeds from the sale of assets of tax-exempt entities be directed towards charitable purposes. To learn more about the Health Care Foundation of Greater Kansas City, including its history, please access the website at www.hcfqkc.org.

With a vision of “healthy people in healthy communities,” the Foundation operates under the following [values](#):

Stewardship – Commitment to exercise its fiscal, fiduciary and programmatic responsibilities to ensure funds are granted to serve the public interest.

Compassion – Funds are prioritized for programs and activities that make demonstrable improvements in health and health care for medically indigent and underserved communities and populations.

Advocacy – Advancing the public health interest of uninsured and underserved individuals who live in the service area. The Foundation supports and participates in activities that inform relevant public debate and policy development, foster healthy behaviors and environments, and promote more effective systems of care for the target population.

Collaboration – Commitment to work with organizations and communities to build lasting partnerships that will strengthen a community's ability to improve the quality and quantity of health care.

Inclusion - Promoting diversity and cultural competency in programming, personnel and employment practices, and governance. Grant consideration will be given to all organizations that select directors, employ and manage staff and provide services regardless of (their) race, color, religion, national origin, age, disability, sexual orientation, or veteran status.

Transparency – Upholding the highest ethical standards in governance, administration, and grant making through a solid ethics policy, openness and fairness.

Evaluation - Commitment to assessment as a core element of the Foundation’s work and the work of grantees.

Diversity and Cultural Competence - Upholding diversity is a fundamental element of social justice and integral to the Foundation’s mission. HCF uses the term, diversity, broadly to encompass both differences in the attributes of individuals (such as race, ethnicity, age, gender, sexual orientation, physical ability, religion, and socioeconomic status) and of organizations such as size, years of operation and location within the Foundation’s service area. Diverse voices and viewpoints deepen the Foundation’s understanding of differences in health outcomes and health care delivery, and strengthen its ability to fashion just solutions. As a result, the Foundation is committed to expanding cultural competence, promoting awareness, acceptance and respect for health related beliefs, practices, traditions, language, religions, literacy levels of individuals and the cultural groups to which they belong.

In addition to the values described above, the HCF has developed ethics practices and procedures that have been modeled by other grant making organizations that include the utilization of an outside review process that protects that foundation from allegations of favoritism in its grant making function.

With assets of approximately \$500 million, the Foundation grants nearly \$20 million annually to support its mission and is poised for growth. Major funding areas include:

- **Healthy Lifestyles** – Promotes healthy eating, active living and/or discouraging tobacco use. The overall goal is to create community environments that reinforce healthy choices.
- **Mental Health** – Seeks to reduce the impact that mental illness has on the overall health of the uninsured and underserved. The Foundation will support programs that improve access to behavioral health care; promote integration of behavioral health and primary care services and implement emerging, promising and best practices for treatment and prevention.
- **Safety Net Health Care** – Provides support to programs that seek to improve access to quality health and oral health care for the uninsured and underserved. The overarching goal is to promote the development of a health care delivery system that provides easy access to quality health and oral health care resulting in better health, better care and lower cost.

- **Applicant Defined Grants (ADGs)** – Based on the applicant organization's determination of need and must be consistent with the HCF's target population and service area.
- **Special Initiative Funding** – Primarily initiated by HCF, special initiative funding seeks to address gaps or fragmentation in the health system by bringing together key stakeholders to find solutions to complex health and care delivery system challenges. (Special Initiatives include projects that seek to create systems level change that are needed to improve access to quality health for the uninsured and underserved in HCF's service area.)

RESPONSIBILITIES

The Vice President of Human Capital and Operations reports directly to the President/CEO of the Foundation, who is accountable to a 21-member Board of Directors comprised of civic and community leaders residing and/or working in the service area. The Board of Directors is nominated and elected by a 24-member Community Advisory Committee (CAC). The Vice President will participate as part of the executive team to maintain coherence between foundation strategic goals and work processes and will assist the President/CEO with strategic planning. Additionally, he/she will have significant interface with the Board of Directors.

S/he will direct multiple internal support activities of the foundation including human resources, strategic planning, information systems, facilities, records, archives and administration. Specific responsibilities include:

Human Capital Leadership: Advise CEO on all human capital related items including the adequacy of HCF talent, organizational structure, culture, development, associate relations, office space, data/communications systems and equipment with an eye towards future growth of the team and the organization relative to its capacity to meet foundation strategic objectives. Manage day-to-day non-financial administrative functions to ensure the integrity, efficiency and cost-effectiveness of the foundation's operations. He/she will also evaluate and select vendors/partners for the specific business needs of the Foundation.

Oversees the development of human resources, compensation and other administrative policies for approval by the President/CEO and Board, and ensures compliance with legal and regulatory requirements. Ensures HCF compensation management is consistent with HCF philosophy and is effective at attracting/retaining high quality talent in line with future needs. The Human Resource needs of the foundation are poised for growth in the upcoming years.

Operations: Collaborate with associates and/or outside resources to develop information and telecommunications systems strategy. Partner with experts, consultants, and others to create a practical structure and process to promote sharing and learning, and to strategically use employee, organization and community adviser knowledge.

Partnerships: Serve in partnership with the VP of Programs to ensure an integrated strategic plan and effective communications and productivity between both groups.

Facilities: Oversee all aspects of office relocations and workspace configurations. Establish policies and guidelines to direct disaster planning and emergency response activities.

Fiscal/Budget: Collaborate with executive team members in the development of the foundation's general and administrative budget. Work with associates on issues that affect their budgets and ongoing performance to the budget. Monitor work flow and operating costs to keep foundation expenses within budget.

Community Relations: Represents the foundation in the community and provides staff support to committees of the board and Community Advisory Committee. Participate in community-based organizations and initiatives that are compatible with the foundation's interests.

EDUCATION AND EXPERIENCE

- An undergraduate degree is required, with an advanced degree strongly preferred.
- Must possess a career history of at least 10 years of leadership experience, demonstrating a positive track record of upward mobility and success in implementing strategic programs in a sustainable manner. Previous experience in an organization that has achieved significant growth will be viewed favorably. Demonstrated experience collaborating with teams to improve processes, procedures and creating efficiencies is strongly preferred.
- At least 10 years of management experience leading people, office functions and technology. Leadership background should include expertise in bringing diverse groups together to attain common goals at the organizational, community or regional level.
- High-level analytical, problem-solving, and strategic planning abilities. Previous experience as a strategic advisor and/or “change agent” to executive leadership is required.
- Excellent communication and people skills, with ability to supervise high performing, diversely talented individuals and teams.
- Flexibility and ability to multi-task in a dynamic environment while maintaining focus on priorities.
- Ability to write clearly and succinctly under time pressure and to make well-organized verbal presentations.
- Ability to think creatively and strategically about the broad goals of the foundation, both present and future, without sacrificing attention to relevant details and follow-through.
- The ability to sustain and enhance a “mission-driven” organizational culture is vitally important.
- Ability to exercise discretion and to maintain confidentiality as appropriate. The ability to recognize and address potential conflicts of interest with outside organizations would be highly desirable.

PERSONAL CHARACTERISTICS

- A servant-leader who embodies the characteristics of humility, integrity, empathy, honesty and respect for diversity is sought.
- Must be a passionate advocate for the mission of the Health Care Foundation of Greater Kansas City and have a strong personal value system that aligns with the Foundation's values described above.
- Must have exceptional leadership capabilities and experiences which would include excellent interpersonal skills, the ability to establish credibility among various constituencies, and a deep knowledge of the skills and practices necessary to inspire collaboration among diverse groups.
- Flexible, adaptable and innovative with an ability to envision strategic opportunities in an ambiguous, complex and dynamic environment.
- A demonstrated respect for and ability to connect with others, regardless of position or socioeconomic status.
- A self-starter with a high level of initiative, energy and drive along with a results-oriented personality, poise and maturity.
- Strong listening, verbal and written communication skills are essential.
- Technologically astute with a recognition of how technology can improve the work of the Foundation.
- An understanding of and cultural sensitivity to the effects of poverty on a community is essential.

COMPENSATION

A competitive compensation package, corresponding to the experience level, credentials and personal characteristics of the candidate will be offered.

NON-DISCRIMINATION

Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, sexual orientation, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

APPLICATION PROCESS

The Health Care Foundation of Greater Kansas City is committed to handling this search in an objective and transparent manner, and has retained EFL Associates to support the candidate identification process. Therefore, potential applicants should refrain from contacting HCF board members, CAC members or associates and instead direct all inquiries to EFL Associates. Interested candidates can apply through the firm's secure and confidential online portal: https://higherdecisions.com/efl/current_vacancies.asp and referrals can be directed to EFL Associates.

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