

REPORTING RELATIONSHIP: President/CEO

EMPLOYEE CLASSIFICATION: Non-Exempt

The Health Care Foundation is an independent public foundation whose mission is to use leadership, advocacy, and resources to eliminate barriers and promote quality health for the underserved and uninsured. The Foundation's service area is defined as Kansas City, Jackson, Cass and Lafayette counties in Missouri, Johnson, Wyandotte and Allen counties in Kansas. The Foundation is exempt from federal income tax under the provisions of section 501 (c)(3) of the Internal Revenue Code and is classified as a supporting organization under section 509(a)(3).

The Foundation was created in 2003 with an original endowment of \$440 million upon the sale of the nonprofit hospital system of Health Midwest to Hospital Corporation of America, a for-profit hospital management company. The Foundation is governed by a 21-member board of directors and is managed by a professional staff of 23 employees. As of May, 2018 the approximate market value of the foundations investment portfolio was +\$700 million. The 2018 grant budget is approximately \$20 million.

HCF is committed to promoting diversity and cultural competency in its programming, vendor selection, personnel and employment practices, and governance. HCF views diversity as a fundamental element of social justice and integral to its mission of helping health and health providers improve health in Kansas City. Diverse voices and viewpoints deepen our understanding of differences in health outcomes and health care delivery, and strengthen our ability to fashion just solutions

Position Summary

The Governance Coordinator is responsible to provide comprehensive support for Board of Directors and Community Advisory Committee (CAC) activities. Coordinator effectively engages Foundation staff and members of governance to ensure smooth operations of Board and CAC functions.

DUTIES AND RESPONSIBILITIES:

- Responsible for providing administration and logistics support for the governance work of the: Board of Directors, CAC and Board Committees (approximately 50 meetings annually):
 - Create and disseminate pre-meeting packets
 - Coordinate meeting logistics, including room set up
 - Prepare and manage minutes of Board and CAC meetings and Executive Sessions
 - Coordinate with Executive Team and other staff to ensure meeting preparation and post meeting action items are completed on time.
 - Manage Board attendance records.
 - Facilitate interim meeting communications with Board, CAC and board committees.
 - Facilitate conflict of interest process for Board and CAC.
 - Keep accurate and up to date record of Board and CAC member term calendar.
- Manage methods and procedures documentation for all governance activity.
- Responsible for adherence to record retention policies and ongoing management of governance records.
- Work with staff leadership to establish methods and procedures to ensure Board member election process and CAC appointment requests are managed effectively.
- Provide PowerPoint support for Board communications as needed.

- Provide governance website additions, revisions and web calendar postings.
- Maintain up to date contact records for Board and CAC members in data base.
- Maintain functional knowledge of Bylaws.
- Provide additional administrative support as required.
- Other duties as assigned.

COMPETENCIES:

- Excellent verbal and written communication skills.
- Strong organizational and project management skills.
- Technologically astute; in depth experience with tools and resources that improve governance efficiency and provide for effective meeting management.
- Ability to work independently and take initiative.
- Strong interpersonal skills, with an ability to listen well, interact effectively with individuals at all levels of the organization, and develop relationships both within and outside the Foundation.
- Demonstrated discretion and confidentiality.

EDUCATION & EXPERIENCE:

- Bachelors degree preferred.
- Four years of related experience

COMPENSATION:

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

NON-DISCRIMINATION:

HCF firmly supports 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.