



<h1>MPP POSITION DESCRIPTION</h1>

Department: CSU Institute for Palliative Care
Working Title: Executive Director
Time Base: Full-Time
Class Code: 3306
Position Number:
MPP Job Code: A053

Position Reports To: President
Classification: Administrator III
Range Code: 1
Exempt or Non-Exempt: Exempt
Last Update: 3/15/17

PURPOSE OF POSITION:

The Executive Director oversees all CSU Institute for Palliative Care services and activities, and is responsible for ensuring the institute achieves its financial and organizational objectives; drives grant funding for the Institute; and coordinates with University Advancement and UARSC on grant oversight and development, including all development associated with federal and foundation grant funding opportunities. The executive director provides day-to-day direction, coordination and evaluation of the department. The Institute for Palliative Care is a systemwide institute of the California State University authorized under Executive Order 1103.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Leadership/Management	30%
2. Strategic Planning	20%
3. University/Community Partnership	25%
4. Functional Oversight Management	25%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. LEADERSHIP/MANAGEMENT:

Acts as a change champion. Builds competence in others through effective coaching, performance management and mentoring. Provides clear direction. Leads courageously by addressing difficult issues. Supports and moves new initiatives forward. Facilitates an environment that motivates, empowers, and inspires commitment from employees. Demonstrates commitment to creating and sustaining a diverse and inclusive workforce. Creates and implements methods for improving individual and team performance. Builds effective teams committed to organizational goals. Fosters collaboration. Creates an environment in which employees are recognized for their accomplishments and contributions to the success of the team. Supports and encourages professional and career development for employees. Understands the CSU’s, the university’s and the Institute’s mission and vision and how the Institute’s work activities and goals support the mission. Identifies current and future challenges and proposes effective solutions. Determines, effectively allocates, and coordinates resources.

2. STRATEGIC PLANNING:

As a strategic partner, recommends, creates, and implements long and short term strategic plan goals and operational plans for the Institute. Ensures Institute goals align with and support the overall mission of the CSU. Motivates and encourages commitment to achievement of strategic plans. Effectively communicates the strategic initiatives. Accomplishes strategic goals for the Institute.

3. UNIVERSITY/COMMUNITY PARTNERSHIP:

As a member of the campus community, ensures a community focused strategy to support the university’s mission. As a member of the palliative care community, ensures a strategy of partnership and engagement with palliative care providers and other organizations nationally and internationally. Recognizes the importance of collective strength, knowledge, and information. Builds effective strategic alliances internally and externally. Initiates and

develops strong working relationships with these communities. Demonstrates commitment to diversity. Collaborates with business partners in the achievement of the Institute's, the university's and the CSU's goals that support the mission. Actively solicits and acts upon feedback. Identifies and anticipates community needs. Develops and implements solutions. Successfully negotiates through persuasion. Gains support and commitment from others. Takes the necessary measures to solicit and influence internal and external support.

4. FUNCTIONAL OVERSIGHT/MANAGEMENT:

- Responsible for all CSU Institute for Palliative Care services and activities including research, professional education, program support and grants administration.
- Drives all grant funding for the Institute; coordinates with University Advancement and UARSC on grant oversight and development for all Institute activities, including all development associated with federal grant funding opportunities, private foundation and donor funding opportunities, as well as overseeing the administration of all grants.
- Leads all strategic planning for the Institute in conjunction with the National Advisory Board.
- Prepares and manages all operational plans, budgets and initiatives to ensure achievement of strategic goals and annual plans of the Institute.
- Manages departmental budgets following guidelines established by UARSC and submits annual operating budgets for approval.
- Manages Institute personnel to ensure timely execution of services and initiatives.
- Leads program development based on the strategic goals and plans of the Institute. Builds collaborations across functions and departments to implement programs and strategies. Collaborates with leaders of these functions and departments to review programs and strategies.
- Identifies and cultivates CSU, industry and community partnerships to deliver a comprehensive and responsive palliative care education and increase public awareness and knowledge of palliative care.
- Remains cognizant of current trends and best practices in the fields of research, education and palliative care.
- Facilitates collaboration across the Steering Committee, National Advisory Board and other working groups to ensure an integrated planning approach.
- Coordinates meeting agendas and minutes of the Steering Committee and National Advisory Board.
- Serves as CSU Institute for Palliative Care spokesperson.
- Interacts with a wide range of healthcare professionals and other leaders, both national and international, regarding education, and research projects and programs.
- Attends outside training seminars and participates in community activities to keep abreast of current trends in palliative care.

SUPERVISION OF OTHERS:

- 1 Administrative Coordinator
- 1 Director, Education Operations
- 1 Director, Marketing
- 1 Director, Business Operations
- 1 Manager, Clinical Curriculum
- 1 Director, Curriculum Development
- 1 Director, Development (dotted line – direct report to University Advancement)

Oversees hiring and performance management of all department staff and student employees, and conducts performance appraisals for direct reports.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

- Hiring, overall direction and performance evaluation of Institute personnel
- Interacts with a wide range of healthcare professionals and other leaders, both national and international, regarding education, and research projects and programs.
- Facilitates collaboration across Steering Committee, National Advisory Board and other working groups to ensure an integrated planning and implementation approach.

- Resource development and budget management
- Maintains and oversees compliance with external regulations and University policies and procedures.
- Performs all work in a manner that complies with the organization's policies, applicable regulations, applicable standards of professional performance, or other recognized laws or requirements as these policies, regulations, standards, laws or requirements relate to the position.

REQUIREMENTS OF POSITION:

1. List education and experience required

- Master's degree or equivalent in health and human services, social sciences, business or public administration
- 7-10 years experience in palliative care, preferably with prior participation in national palliative care related activities
- 5-7 years experience in not-for-profit program, center or institute management

2. List knowledge, skills, and abilities required for this position.

Leadership / Vision:

- Demonstrated commitment to palliative care and to academic and continuing professional education.
- Commitment to the mission and goals of the CSU and CSUSM as a student-centered university dedicated to teaching excellence and active learning with a university first perspective and a customer focused strategy.
- Ability to establish a clear and understandable vision for the Institute, engage the university and palliative care communities in the implementation of the vision, and build the operational components to execute the vision.
- Ability to lead and enable groups of people to face challenges and achieve results in complex conditions.
- A demonstrated commitment to inclusiveness and access.

Management / Conflict Resolution / Problem Resolution / Initiative / Continuous Improvement:

- Successful experience managing a complex organization.
- Experience building and managing an effective world-class team dedicated to organizational goals and high performance.
- Experience with directing, supervising, motivating and inspiring others; measuring the performance of people, teams and organizations, and assessing performance and progress.
- Familiarity with collective bargaining and administering corrective action as appropriate in a collective bargaining environment.
- Ability to develop and support on-going learning and professional development for staff, managers and emerging leaders.
- Ability to lead courageously by addressing difficult issues.
- Ability to initiate and support innovation with creativity, openness to change, flexibility, responsiveness, and future focus.
- Ability to apply quality management techniques of continuous improvement and employee involvement to assess and improve services, promote campus culture and build teams.
- Ability to identify current and future challenges and propose and implement effective solutions.
- Experience making effective decisions with sound analytical ability, good judgment and strong operational focus.

Communication:

- Excellent oral and written communication skills.
- Ability to communicate effectively to a variety of audiences.
- Successful negotiation and persuasion skills.

Strategic planning / Goal Setting:

- Experience in strategically supporting growth and/or change.
- Experience creating and implementing long and short term goals.
- Experience in determining and coordinating resource allocations.
- Ability to collaborate with multiple entities to plan and accomplish the objectives set forth in the Institute's strategic plan, coordinating ongoing multiple large and complex projects from conception to completion in a centralized and highly regulated environment.
- Ability to find solutions that result in prudent decisions, to promote mutual satisfaction and positive action, and to develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
- Ability to apply forward-thinking and creative thought with high ethical standards to develop strategic vision.

Teamwork / Collaboration:

- The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.

Functional Area Expertise:

- Demonstrated expertise in palliative care provision, education or administration, preferably having received/achieved recognition for this expertise at the state or national level.
- Demonstrated success in oversight of grants and contracts, including application, award, management and evaluation; knowledge of government and other grant-makers methods and requirements.
- Demonstrated success in building effective relationships and partnerships with internal and external stakeholders to advance organizational goals and programs.
- Solid analytical, organizational and interpersonal skills to effectively identify problem areas, develop appropriate courses of action and manage diverse functions and activities.

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- Standard office and communication equipment.

4. List unique working conditions

- Occasional overnight travel.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- This position is subject to a criminal background check based on meeting the following criteria: Control over campus business processes, either through functional roles or systems security; access to detailed personally identifiable information about students, faculty, staff, or alumni which might enable identity theft.

REQUIRED UNIVERSITY COMPLIANCE TRAINING

This position will require adherence to University compliance training such as:

- Conflict of Interest & Ethics Training
- Sexual Harassment Prevention Training