



## NEVADA RURAL HOSPITAL PARTNERS

NEVADA RURAL HOSPITAL PARTNERS, INC.  
NEVADA RURAL HOSPITAL PARTNERS FOUNDATION, INC.  
NEVADA RURAL HOSPITAL PARTNERS MANAGEMENT SERVICES, INC.  
LIABILITY COOPERATIVE OF NEVADA

### POSITION DESCRIPTION

**Position Title:** President  
**Status:** Exempt  
**Position Type:** Full Time  
**Reports to:** NRHP Board of Directors

#### **Supervises:**

Regional Chief Information Officer  
Financial Program Director  
Program Management Director  
Strategic Initiatives Director  
Workforce Program Manager  
Research Analyst  
Regional Behavioral Health Coordinator - North  
Regional Behavioral Health Coordinator - South  
Administrative Assistant

**Position Summary:** The President has the overall responsibility for the operation of four related entities: NRHP Inc., NRHP Foundation Inc., NRHP Management Services, Inc. and the Liability Cooperative of Nevada (LiCON). The President is responsible for maintaining productive relationships outside the organization. He/she serves as a major resource for all members concerning issues that impact the delivery of healthcare in rural Nevada. He/she also communicates and shapes the rural hospital perspective for and with the legislature, state government, and numerous other entities. NRHP is a voluntary consortium of Nevada's 13 rural and frontier Critical Access Hospitals and their affiliated Rural Health Clinics and distinct part Long Term Care units.

#### **Qualifications and Knowledge:**

- Bachelor's degree in related field as a minimum; Master's degree preferred
- Knowledge and experience in rural healthcare is required, preferably related to hospital management
- Knowledge of the operation of insurance programs is also preferred

- Knowledge and experience in public policy and legislative and regulatory advocacy is preferred as is knowledge/experience in association or network management
- Knowledge and experience in program development is highly desirable
- Knowledge of the Medicare Conditions of Participation and Conditions of Payment, State Operations Manual, and interpretive guidelines for Critical Access Hospitals, Rural Health Clinics, and Skilled Nursing will be expected
- Experience in board governance is highly desirable
- Ability to research Nevada Revised Statutes and Regulations is important
- Clinical knowledge is helpful

*The Board of Directors reserves the right to employ the person they believe to be best suited to the position through a combination of education and experience and may waive any requirements.*

### **Skills:**

- Public speaking
- Effective written and verbal communication
- Budgeting and basic interpretation of financial statements
- Proficiency in Word, Outlook, PowerPoint, and use of the Internet; basic Excel helpful

### **Duties:**

The President provides leadership and takes varying degrees of hands-on responsibility for the following areas:

- Political advocacy and policy development
- Management of the liability insurance cooperative
- Management of other fee-for service programs
- Management of NRHP's responsibilities
- Financial oversight of the organization
- Personnel management
- Program development and oversight
- Grant writing and management
- Board relationships and leadership
- Strategic planning
- Effective interaction with outside groups
- Problem solving
- Onsite visits to member hospitals

### **Specific Responsibilities:**

#### **With respect to NRHP, NRHPF and NRHP Management Services:**

1. Supervises the organization and functioning of the NRHP Board and board committees
  - Sets agendas and review with appropriate Board Chairperson
  - Provides written agenda review for Board meetings
  - Ensures preparation of appropriate Board materials
  - Provides meeting preparation for the Chairperson
  - Keeps board members informed of relevant issues and reports on progress and other developments
  - Provides orientation to new Board members

- Provides leadership in developing and maintaining the organization's strategic plan
  - Responsible for converting the strategic plan into program development, advocacy, and daily operations
2. Manages the day-to-day operations of the NRHP office, including:
    - Supervision of all employees
    - Oversight of program operations
    - Development and control of the annual budgets
    - Coordination of responses to specific issues as they arise
    - Coordination of legal, accounting, and financial consultants
  3. Maintains positive relationships with members and responds to members' needs for information and assists members with problem resolution
  4. Research potential projects
  5. Actively involved in program development for various specific projects and ensures that program development for other projects is timely and productive
  6. Aggressively pursues grants geared to rural healthcare that might be of value to some or all the NRHP members
  7. Coordinates NRHP advocacy with the Nevada Hospital Association advocacy activities
  8. Serves as the principal advocate for rural hospitals with other organizations
  9. Provides education to key political candidates on the state and federal level regarding rural healthcare views in Nevada
  10. Provides periodic reports to the members concerning legislative and regulatory activities
  11. Maintains contact and influence with leaders in other health provider organizations such as the Nevada Hospital Association, Nevada Association of Counties, Nevada State Medical Association, the University of Nevada, Reno School of Medicine, Nevada State Office of Rural Health, etc.
  12. Acts as liaison between rural hospitals and regulatory agencies such as provider licensure boards, the Nevada Health Division, Nevada Department of Health and Human Services, Bureau of Licensure and Certification, Medicaid, Welfare and others
  13. Maintains contact and influence with leaders of non-healthcare organizations interested in healthcare issues
  14. Educates special audiences as well as the general public about developing issues and events of importance to the future of rural healthcare
  15. Serves on various external boards and committees as the NRHP representative
  16. Responsible for coordinating NRHP activities
  17. Maintains own time allocation records

**With respect to the Liability Cooperative of Nevada (LiCON)**

1. Serves as President of LiCON and acts on behalf of the LiCON Council in keeping with the policies of the LiCON Council. In the same manner, performs any additional duties assigned or delegated by the Council
2. Serves as lead staff for the Council and its several committees
3. Supervises the organization of meetings of the Council and its various committees
  - Sets agendas for approval by the Chairperson
  - Provides written agenda review for Council meetings
  - Ensures appropriate meeting materials
  - Provides meeting preparation for the Chairperson
  - Provides orientation to new Board members
  - Provides leadership in developing and maintaining the organization's strategic plan

4. Oversees LiCON's financial affairs including the operating budget, collection of monthly contributions, investment of reserves and claims payment
5. Facilitates positive working relationships with program advisors and coordinates the services of contracted advisors, including broker and insurance consultants, actuarial services, risk and claims management, legal counsel, investment and financial services, external auditing, and other advisers as needed
6. Keeps the Council and appropriate committees informed on issues which deserve attention and reports periodically on progress and other developments
7. Performs the specific duties listed in the "Duties of the President" list referred to in the Memorandum of Understanding between Nevada Rural Hospital Partners and LiCON
8. Performs other duties as may, from time to time, be assigned by the Council

**Compensation and Benefits:**

- \$175,000 - \$200,000 annual salary and pay for performance compensation
- Health, dental, vision and life insurance
- 403(b) with company match and immediate vesting
- Generous paid time off
- Company car and auto insurance
- Cellphone reimbursement

**Work Environment:**

- Generally works in an office environment with the possibility to work remotely as needed.
- May be required to perform job duties outside the typical office setting; evening and weekend hours sometimes required.
- Must possess the ability and willingness to perform overnight job-related travel with the majority of the travel within the State of Nevada.