

## Position Description

**TITLE:** Chief Executive Officer

**ORGANIZATION:** eHealth Initiative and eHealth Initiative Foundation

The eHealth Initiative and its Foundation (eHI) are Washington D.C.-based, independent, non-profit affiliated organizations whose missions are the same: to drive improvements in the quality, safety, and efficiency of healthcare through information and information technology.

The eHealth Initiative is a multi-stakeholder organization that represents every sector of healthcare. eHI engages a diverse and broad set of stakeholders, including clinicians, consumer and patient groups, employers and healthcare purchasers, health information technology (IT) suppliers, health plans, hospitals and other providers, laboratories, pharmaceutical and medical device manufacturers, pharmacies, public health agencies, quality and standards organizations, and state and community-based organizations, to reach agreement on and drive the adoption of common principles, policies, strategies and actions that improve the quality, safety and efficiency of health care through information technology that are responsible, practical, sustainable, responsible to stakeholder needs—particularly those of patients--and build and maintain the public's trust.

To support its mission, eHI focuses on the following primary activity areas:

- Monitoring, assessing and influencing public policy
- Developing multi-stakeholder consensus on a shared vision, and a set of common principles, policies, strategies and actions for using health IT to improve the quality, safety, efficiency and access of health care
- Evaluating and supporting the use of health IT and electronic health information exchange to support health care needs, with a particular focus on improving the health of populations.

**WEBSITE:** [www.ehealthinitiative.org](http://www.ehealthinitiative.org)

**LOCATION:** Washington, D.C.

### BASIC

**RESPONSIBILITY:** The Chief Executive Officer (CEO) develops the long-term direction for the organization in collaboration with the Board and provides strategic leadership, as well as oversight of the organization's policy development, programs, operations, and staff. The CEO is the main spokesperson for the organization and the chief liaison to other organizations and efforts. This position directly supervises a team of twelve staff members and a budget of approximately \$2.0 million.

This highly visible position is based in eHealth Initiative's Washington, DC office and involves travel.

**DUTIES AND RESPONSIBILITIES:**

The CEO will be responsible for the following duties:

- Serve as visionary leader who can articulate the need and benefits of the eHealth Initiative
- Develop strategy and tactics to achieve eHealth Initiative's mission while working in close coordination with the eHealth Initiative Board, Leadership Council, members, and other stakeholders.
- Lead external relations activities as the chief liaison to policymakers, and other organizations and initiatives and build and strengthen relationships that foster eHealth Initiative's efforts.
- Serve as the primary spokesperson for the organization with the media, industry analysts and researchers, as well as give speeches and presentations at major meetings and conferences.
- Assure the financial viability of the organization, including developing and implementing a sustainable business model, providing oversight of all operations and budgets. Cultivate membership to ensure high retention rate. Constantly reassess total resource allocation to efficiently and effectively achieve eHealth Initiative's goals.
- Develop and support the Board members in their roles as fiduciaries of the organization.
- Develop and support the Leadership Council by keeping them regularly engaged and promoting their involvement in the mission and the growth of membership. Proactively provide direction, strategies, and recommendations to the Leadership Council for consideration.
- Cultivate relationships with leaders in every sector of health care and recruit additional health care organizations to join the eHealth Initiative.
- Develop and execute strategy to raise funds from government, private sector and philanthropic sources to support eHealth Initiative Foundation programs.
- Continue to position eHealth Initiative as a thought leader and an influential presence in the health care arena.
- Manage staff with the requisite experience to achieve the eHealth Initiative's goals and objectives.
- Perform all other duties assigned or authorized by the bylaws and as approved by the Board of Directors.

**REPORTING RELATIONSHIP:**

The Chief Executive Officer reports to the eHealth Initiative and eHealth Initiative Foundation Board of Directors

**EDUCATION:**

An undergraduate degree is required. An advanced degree in public policy, business administration, public health, health administration, medicine, or other field of study is preferred.

## **EXPERIENCE AND**

**QUALIFICATIONS:** In light of these responsibilities, the successful candidate will:

- Have a minimum of 10 years of professional experience in a multi-faceted organization, having served as the Chief Executive Officer, Senior Vice President, Chief Operating Officer, or other senior level executive with direct management responsibility for a budget and staff of similar or larger scope and size.
- A hands-on executive who is a natural leader, advisor, consultant and strategist with the demeanor, business maturity, intellect and integrity required to establish immediate credibility with public and private sector stakeholders and leaders
- Have sophisticated knowledge of health care and health care information technology policy, and strong intellectual credibility among diverse stakeholders in the health care policy field and among member companies.
- Have significant experience in advocacy activities, working with and educating policymakers at the federal level. Experience working with the policymakers at the state level is a plus.
- Have experience engaging, and working closely with health care leaders across every sector of health care, with diverse experiences and opinions.
- Have a track record in leading and managing in a fast-paced, entrepreneurial organization, being able to quickly respond to changes in the environment.
- Ability to instill in others a strong bias for action coupled with the ability to set priorities in the face of ambiguity.
- Proven ability to lead cross functional teams made up of a combination of staff, contracted labor, and leaders of other organizations. Have ability to coordinate and manage complex projects with outside partners.
- Have experience working with and managing a highly-motivated team in a matrixed environment. Have the ability to implement the objectives effectively, on time, and within budget. Must have a strong track record of successful fiscal management.
- Have demonstrated success in raising funds and managing grants, including through foundations and government agencies is a plus.
- Have strong board management and relationship building skills.
- Have outstanding diplomatic and interpersonal skills, and practice dealing with personnel issues. Be a consensus and team builder, with experience preferably in a membership organization.
- Have excellent written and verbal communication skills. Must be able to clearly articulate complex content to diverse stakeholders and be persuasive in communicating the organization's messages. Must have strong listening skills and a successful track record as a spokesperson before media and other audiences.

**PERSONAL  
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The CEO will have:

- Strong strategic thinking skills
- Ability to inspire and engage. A consensus building style that builds trust and engages leaders with diverse perspectives to work together towards a common goal
- Highly trustworthy and credible
- Superior presentation, oral and written communication skills
- Non-partisan perspective toward accomplishing the organization's mission
- Ability to work in an action/results-oriented, environment; proactive; a risk taker.
- Ability to make tough and smart decisions in a timely and appropriate manner.
- Passion for the mission and vision for continued strategic growth
- Excellent managerial skills, with a reputation for being flexible, energetic, hard working, inspirational, enthusiastic; willing to offer and actively listen to opinions and judgments.

**COMPENSATION:** A competitive compensation package will be provided to attract outstanding candidates.

**TO APPLY:**

Applicants for the position may submit their cover letter and resume via regular mail, express delivery service, or electronic submission to Kegler, Brown, Hill and Ritter, L.L.C., ATTN: Lawrence Feheley, Esq., One Capitol Square, 65 East State Street, Columbus, Ohio 43215, or [feheley@keglerbrown.com](mailto:feheley@keglerbrown.com). For questions regarding this position please call Mr. Feheley at (614)-462-5432.