JOB DESCRIPTION

The overall purpose of this job is to work with members of the Church Health Leadership Team and staff throughout Church Health to seek, research and evaluate strategic partnerships and opportunities for the organization. This position oversees legal and public policy matters impacting Church Health. This position also serves as a Senior Advisor to the CEO and provides support and counsel on matters of development, risk management, and planning for the long-term viability of Church Health and its ministries.

RESPONSIBILITIES

- Oversee and coordinate the establishment and cultivation of strategic partnerships with organizations and individuals to help achieve the mission and strategic goals of Church Health and to provide resources to support patient needs in all aspects of the Model for Healthy Living.
- Identify and facilitate process for internal staff to support and nurture growing and established partnerships by establishing and implementing a regular review and evaluation process for partnerships.
- Form and cultivate connections outside of Church Health that are looking for the opportunity to stay connected with the local community.
- Provide and manage processes related to review, approval, and record keeping for contracts, MOUs, and BAAs.
- Lead the risk analysis process for exploring possible strategic opportunities, engaging appropriate input for decision making.
- Review document decision making process and outcomes for organizational record keeping utilizing DocuSign or the like for contracts and central storage.
- Guide and manage legal matters impacting Church Health including, but not limited to; assisting in recruiting needed outside legal counsel and coordinating processes to identify needed legal oversight.
- Manage public policy matters impacting the organization by developing and maintaining local, state, and national legal relationships with government and advocacy leaders and contacts while staying current on legislation and government affairs matters which impact Church Health strategy.
- Serve on the Church Health Compliance Committee as Privacy Officer.
- Monitor and administrator ECHO connections for large grants or smaller clinic connections.
- Act as the spokesperson/participant on the Governing Board for Crosstown, Evergreen CDC, etc. becoming the spokesperson for connections.
QUALIFICATIONS

- Bachelor’s Degree in Business or related field required. Master’s Degree is preferred.
- 10 + years' of experience in Fundraising, Project Management and Administrative is preferred.

SPECIAL SKILLS & KNOWLEDGE

- Effective development strategies, relationship building, financial analysis, and management skills.
- Excellent analytical, verbal and written communication, organizational, and interpersonal skills.
- Possess strong ability in exercising good independent judgment, paying attention to details, prioritizing and handling multiple tasks and projects concurrently.
- Knowledge of Microsoft Applications i.e., Excel, Word, and Power Point are strongly preferred.

COMPENSATION & BENEFITS

Compensation

Church Health offers competitive wages to attract and retain employees with great skills and ideas that align with our mission, and to reward achievement. Regular performance reviews are held between each employee and his or her direct manager to ensure that achievements are recognized, and that goals and expectations are being met.

Medical, Vision & Dental

Church Health offers employees working 20 or more hours per week group major medical, vision and dental coverage, effective the 1st of the month following 30 days of employment.

Medical and vision is currently offered through BlueCross BlueShield of TN. Dependent coverage is also available. The organization currently pays approximately 50% - 80% of premiums dependent upon coverage level and number of hours worked per week.

Affordable dental coverage is currently available through Delta Dental of TN, and spouse and dependent dental coverage is also available.

Flexible Spending Accounts & Health Savings Accounts

Church Health offers two flexible spending account options, allowing you to save and pay for you and your family’s eligible medical, dental, vision and childcare expenses.

For participants in the High Deductible Health Plan, Church Health offers an HSA. Church Health also offers a one-time lump sum and a per pay period match for those who enroll in an HSA!
Basic Life & AD&D Insurance
Church Health offers basic life and AD&D insurance at no cost to employees. This also covers a spouse and dependent children at no cost to the employee. Employees may purchase additional supplemental group term life and AD&D for themselves, their spouses, and dependent children.

Short-Term and Long-Term Disability
Church Health offers short term and long-term disability coverage at no cost to employees after 90 days of employment. Short term coverage pays 70% of an employee’s eligible pay for up to 11 weeks. Long term coverage pays 60% of an employee’s eligible wages after short term has been exhausted. Employees must be on an approved leave of absence.

401k
Employees working 20 or more hours per week may participate in a 401(K) deferred compensation plan that is designed to provide income for all covered employees beyond the working years. Church Health will contribute a 3% safe harbor after one year of service and match up to an additional 1% if the employee participates.

Paid Vacation
Paid Time Off (PTO) is a benefit provided to full-time and regular part-time employees each year based on years of service and scheduled hours per week. PTO is accrued throughout the year and employees are eligible to use their accrued PTO after 90 days of employment. Employees working less than 20 hours per week are not eligible for PTO.

Church Health also observes 10 paid holidays per year.

Employee Assistance Program
All employees and members of their household have access to Church Health’s EAP provided by Lincoln Financial Group. This service offers free and confidential assistance on topics ranging from stress management to substance abuse.

Professional Development
Church Health offers various opportunities for professional development, including Church Health University, our Quality Curriculum Course and external training and seminars such as Dale Carnegie Training.

Staff Health Program
All employees are eligible for Church Health's Staff Health Program. Participants are rewarded in cash or PTO (if eligible for PTO) based on the number of points earned for making healthy decisions and participating in other events and activities.

Job Type: Full-time Exempt
Pay: Starting at $135,000.00 per year

To Apply: https://churchhealth.org/jobs/