



POSITION DESCRIPTION

TITLE:	Director of Business Development and Contracts	DEPARTMENT	Admin
REPORTS TO:	Chief Executive Officer	JOB CODE	DBDC
STATUS:	Exempt	DATE	April 2021

Summary

The Director of Business Development and Contracts is responsible for leading the organization’s expansion efforts in a structured, thoughtful, and visionary way in order to fulfill the Strategic Plan and achieve mission and organizational outcomes. This person will lead the planning, development, and the implementation of new projects, programs and services pertaining to the growth of UMMA Community Clinic (UCC) service capabilities and patient access while ensuring financial sustainability.

This role will work cross-functionally across the organization to ensure that expansion plans are well thought out and sustainable long term.

This position will also be responsible for the management of UCC’s contracts across the organization in addition to being the lead person for ongoing HRSA related program compliance.

ESSENTIAL DUTIES

- Lead the development and implementation of a growth strategy and business development plan that would include increasing the organization’s patient base, including acquisitions and/or merger opportunities
- Lead the planning, development, and the implementation of new projects, programs and services that contribute to growing UCC services and/or patient base.
- Develop and execute project plans for the successful implementation of assigned agency initiatives to include resource, cost, schedule, and staffing requirements, meeting, collaboration and communication structure, and clarity in project accountability, leadership, and sponsorship
- Responsible for the overall quality, management, and results of expansion projects.
- Oversee the budget, ensure financial accountability, and meet revenue and other financial goals of expansion projects.
- Lead, organize, and coordinate cross-functional teams to enhance communication, problem solving, sharing of resources to support projects.
- Contribute in developing an infrastructure and systems to support expansion efforts
- On an as-needed basis, evaluate programs and services to ensure mission alignment, sustainability, and need

- Work with consultants and/or internal departments to expand business opportunities to allow the organization to achieve its mission.
- Research and analyze emerging issues, market trends, and strategic opportunities in the healthcare industry, and prepare and present value recommendations to senior leadership
- Cultivate relationships with community partners, insurance payers and health organizations that are essential for UCC's continued success in providing service in new and existing markets.
- Work closely with agency executive leadership to prioritize and integrate new initiatives into ongoing operations

Other responsibilities as assigned by direct supervisor.

SUPERVISORY RESPONSIBILITY

This may have some supervisory responsibility

SERVICE VALUES

All employees are expected to provide the very highest level of service to Clinic patients and their families. In addition, their work ethic is expected to reflect the Islamic values and moral principles that inspired its founders. These include the core values that are universally shared and revered by society at large:

Service
Compassion
Human Dignity
Social Justice
Ethical Conduct

ENVIRONMENT

The environment for this position is medical clinic and/or administrative offices that are clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined setting in which he or she is free to move about at will.

The employee may occasionally be exposed to emotionally upset patients/family members and be required to use personal protective equipment when participating in the treatment of patients with potentially communicable diseases.

POSITION REQUIREMENTS

Education and Experience:

- Undergraduate degree in Business Management, Public Health, Public Administration, or related field required; Master’s in business administration, master’s in healthcare administration or a JD preferred.
- At least 3- 5 years of management or leadership experience in healthcare finances or business preferred
- At least 3-5 years of project management experience, including large-scale project oversight experience
- Experience with leading & implementing collaborative projects with cross functional teams
- Experience working in an FQHC environment
- Experience with Operational Site Visits and HRSA related audits

Knowledge and Skills:

- The ability to solve complex problems and use independent judgement
- Excellent project management skills
- Experience building & analyzing budget and financial documents in excel or other platforms
- Strong presentation skills
- Ability to be professional, clear, articulate, and accurate, both verbally and in writing
- Ability to take ownership and use interpersonal skills to work across diverse teams.
- The ability to initiate and lead interdepartmental initiatives

PHYSICAL ACTIVITY

In the course of performing this work, the incumbent:

- Will spend substantial time standing, sitting, speaking and listening
- Will reach, stoop, bend, kneel, crouch, lift supplies and equipment
- Must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move patients for which he/she must obtain assistance
- Must use personal protective supplies/equipment in accordance with policies
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

PHYSICAL DEMANDS

Strength
Standing
Walking

10%
50%

Reaching
Handling
Keyboarding

R
C

<u>Key</u>
C – Constant
F – Frequently
O – Occasionally
R – Rarely
N – Never

Sitting		70%	Throwing	N
Lifting	<u>10-</u>			
<u>25 Lb.</u>		F	Eye-Hand Coordination	R
Carrying	<u>10-25</u>		Foot-Hand-Eye	
<u>Lb.</u>		F	Coordination	R
Pushing	_____		Other _____	
lb.		N		

Climbing

Stairs		R	<i>Hearing</i>	
Ladders		N	Ordinary	C
Balancing		R	Other _____	
Other	_____			

Stooping

Kneeling		R	<i>Seeing</i>	
Crouching		R	Acuity - Near	C
Crawling		N	Acuity - Far	C
Turning/Twisting		N	Depth Perception	C
Bending at Waist		N	Color Vision	C
Other	_____	R	Field of Vision	C
			Other _____	

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my supervisor may change the description at any time, according to Clinic needs.

Signed:	Date:
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Cc: Incumbent
Employee's File
Supervisor