Position: Executive Director
Department: Health Services
Reports to: Chief Health Officer
Compensation: $230,000 Annually
Status: 100%, Full-Time, Regular, Exempt
Probation: 180 Days
Benefits: Medical, Dental, Vision; also including Life Insurance, Long-Term Disability, Employee Assistance Program, and a 403(b) Retirement Plan

Center’s Mission:
Building a world where LGBT people thrive as healthy, equal, and complete members of society.

DEPARTMENT SUMMARY: The Los Angeles LGBT Center is the world’s largest provider of direct services to the LGBTQ and HIV+ communities. The Center’s Department of Health Services provides comprehensive, wrap-around care – including primary care, sexual health, transgender care, HIV care, mental health, psychiatry, addiction recovery, pharmacy services, laboratory services and clinical research - to a primarily underserved population of LGBTQ people and allies.

JOB SUMMARY: The Los Angeles LGBT Center (Center) is an inspiring and rewarding place to work toward a common goal of building a world in which LGBTQ people thrive as healthy, equal, and complete members of society. The Center’s Health Services (HS) Department operates under a collaborative model of leadership, prizing transparency, collaboration, evidence-based decision making and accountability. The HS Department operates within the broader Center framework of collaborative but semi-independent departments including Senior Services, Children, Youth and Family Services and Cultural Arts. Having recently celebrated our 50th anniversary, the Center has new executive leadership and is undergoing an organizational transformation to prepare us to meet the needs of our community for the next 50 years.

The Executive Director – Federally Qualified Health Center (ED) is responsible for leading a talented, passionate team of directors, managers and frontline healthcare staff, centering deeply held values of social justice, equity and care for our often-marginalized staff and community, while implementing innovative and sustainable business practices for the future. Specifically, the ED is ultimately responsible for management and oversight of all operations within our Federally Qualified Health Center (FQHC), and also serves as Project Officer for the Center’s 330 grant. The ED provides financial, operational and strategic leadership of all clinical operations under the FQHC umbrella. These programs, which spread across six locations in Los Angeles, include primary care, behavioral health, psychiatry, sexual health, addiction recovery, case management, housing navigation, and an in-house 340b pharmacy. Reporting to the Chief Health Officer, and in close coordination with the Chief Medical Officer, this role will oversee a budget of over $40,000,000. Specific duties include maintenance, growth and optimization of clinical operations at all sites; development and implementation of a strategic business plan, including new lines of business, that focus on the Center’s strengths and mission to ensure long-term organizational health. Key current areas of focus for the organization include optimizing our client experience, optimizing our staff experience through DEI and other initiatives, creating and ensuring long-term fiscal sustainability and improving collaboration and coordination among the Center’s diverse programs and services.

ESSENTIAL FUNCTIONS
• Provide visionary leadership to bring our FQHC into the next stage of organizational development;
• In coordination with Center-wide strategic planning activities, implement HS initiatives that support and further the organization’s goals
• Ensure the health center is always prepared to anticipate and respond to opportunities and challenges to better serve the needs of the community we serve;
• Provide management oversight and leadership of a team of dedicated and talented directors overseeing multiple program areas and service delivery sites;
• Promote a culture of collaboration, respect, justice, transparency, accountability, impact and belonging;
• Ensure compliance with all federal, state and local regulations pertaining to health center programs, particularly FQHC regulations;
• Develop, implement and ensure ongoing compliance with approved budgets;
• Find, obtain and manage grants in support of the Center’s mission and strategic plan;
• In collaboration with Human Resources and others, work collaboratively with existing labor unions to promote staff wellbeing and to continue to be an employer of choice in the marketplace;
• Represent Health Services in Center-wide leadership and initiatives;
• Support the Chief Medical Officer and other clinical managers in provision of excellent physical and mental health services;
• Other duties as assigned;

JOB QUALIFICATIONS:
• Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ
people;
• A passion for the Center’s work and its mission to make the world a better place for LGBTQ people;
• Master’s degree in health administration, Business Administration or equivalent degree or work experience;
• Minimum 10 years’ experience in healthcare management, operations, finance or other leadership positions;
• Minimum 5 years’ experience in healthcare management at a director level;
• Ability to function and lead a multidisciplinary team independently while coordinating and communicating effectively with stakeholders;
• Demonstrated ability to successfully lead an organization through substantive change;
• Extensive experience managing complex projects;
• In-depth experience with all aspects of FQHC financing, operations and programs;
• In-depth knowledge of regulations, and policies related to ambulatory health service delivery in a FQHC setting;
• Experience implementing DEI initiatives with a highly diverse staff;
• Knowledge and experience with HRSA Ryan White HIV program preferred;
• Demonstrated ability to manage multiple competing priorities successfully;
• Excellent interpersonal and oral and written communication skills and demonstrated ability to work with health care providers, consumers, and all levels of staff;
• Experience with and/or passion for working with LGBTQ+ population;
• Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org  website: www.lalgbtcenter.org
Or submit cover letter with application/resume to:
Los Angeles LGBT Center, Human Resources Dept., 1118 McCadden Place, Los Angeles, CA  90038

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

The Center has implemented a policy requiring all staff to be fully vaccinated against COVID-19 as a condition of employment, subject to applicable federal, state and local laws. For more information, please contact jobs@lalgbtcenter.org