



# California's Valued Trust

## JOB DESCRIPTION

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**Position:** Deputy Executive Director

**Reports To:** Executive Director

**Status:** Full Time

**Classification:** Exempt

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### **Position Summary**

The Deputy Executive Director (DED) serves as second-in-command and is responsible for the daily operation of the organization, including compliance and human resources. The incumbent maintains control of diverse business operations, provides strategic direction as well as day-to-day tactical leadership and decision-making for the Trust. The incumbent must be an experienced and efficient leader with excellent people skills, business acumen and exemplary work ethics. The DED reports directly to the Executive Director and oversees multiple programs and staff.

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### **Essential Duties:**

- Works closely with the Executive Director to ensure department and Trust goals are strategically planned and implemented
- Collaborate with various Trust departments and external stakeholders to support the daily operations and business objectives
- Analyze operation, evaluate performance and develop strategic plans to improve or expand upon current operation, staff performance, etc.
- Recommend and implement strategies for improvement and cost efficiency, and manage budget developments and requests
- Develop, implement and monitor the Trust's standard practices, quality assurance and performance activities
- Evaluate performance by analyzing and interpreting data and metrics
- Oversees and directs the work of staff, including the implementation of programs, tracking of program outcomes and staff accountability

- Lead employees to encourage maximum performance and dedication
- Manage relationships with partners/vendors
- As a member of the senior management team, contributes to and insures implementation of the Trust's strategic vision and goals
- Establish policies that promote company culture and vision
- Performs various human resource functions including: staff recruitment and selection process, training and development, providing information and assistance to staff and supervisors on human resource and work related issues, performance monitoring and employee counseling
- Implementing and administering performance management processes
- Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers
- Engaging with employees on a regular basis to understand the motivation levels of people in the organization
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
- Reviews vendor contracts and ensures compliance with contract requirements and recommend changes needed to ensure service needs of CVT participants are met
- Identifies and implements process improvements under the leadership of the Executive Director
- Exercises leadership, including leading and motivating staff
- Meets many and varying deadlines
- Deliver on ad hoc requests from the Executive Director, Board of Directors and other senior leaders as necessary
- Prepare presentations and reports for the leadership team, Board of Directors meetings and for other forums as necessary
- Perform additional duties as assigned by the Executive Director

### **Minimum Qualifications**

**Education:** Bachelor's Degree or equivalent required in business management, financial planning, strategic management or related field. Masters Degree in Business Administration or other advanced degree preferred.

### **Experience, Skills & Abilities:**

- Minimum ten years of experience managing the implementation or administration of health and welfare benefits

- At least five years of the required experience must include supervision
- Demonstrable competency in strategic planning and business development
- Experience working with health care administrative data
- Working knowledge of health policy, health care delivery systems, provider networks and reimbursement mechanisms
- Excellent organizational and planning skills
- Strong written and oral communication skills including public speaking skills
- Ability to work independently while handling multiple projects with changing priorities
- Experience working on large enterprise projects
- Understanding of complex business processes required
- Outstanding organizational and leadership abilities
- Project management experience
- Working knowledge of database and spreadsheet applications
- Solid understanding and demonstrated experience managing strategic and operational planning activities
- Strong interpersonal skills and ability to effectively collaborate with and influence others at all organizational levels
- Possess cultural and political awareness and sensitivity
- Maintain standards of conduct and demonstrate sound work ethics
- Experience managing cross-functional projects and ability to plan and facilitate effective meetings; demonstrated leadership skills in team and/or group settings

**Miscellaneous:**

Required to work occasional evenings and weekends. May travel locally, statewide or nationally, if required. Maintain an accurate monthly expense account with proper documentation.

**License Requirements:**

Possession of a valid Class III California driver's license. An incumbent must be insurable/bondable at the "standard rate" by the Trust's insurance carrier at all times while employed as the Deputy Executive Director.

**Confidentiality:**

Requires adherence to established policies on confidentiality of records and other information available through employment with the Trust.