

# EXECUTIVE POSITION PROFILE

## Executive Director



[www.hrrv.org](http://www.hrrv.org)



*On behalf of our client, **Hospice of the Red River Valley**,  
KeyStone Search is conducting a retained search for an Executive Director*

[www.keystonesearch.com](http://www.keystonesearch.com)

## ORGANIZATIONAL OVERVIEW

Hospice of the Red River Valley is an independent, not-for-profit, community-owned hospice that has been serving patients and families since 1981. HRRV exists for one purpose—to bring dignity and comfort at the end of life.

Licensed in both North Dakota and Minnesota, Hospice of the Red River Valley provides care in all or portions of 29 counties, covering 33,000 square miles of rural and urban terrain.

More than 17,500 individuals and their families have been served by HRRV. Hospice of the Red River Valley employs more than 200 full and part-time staff members. In addition, more than 400 volunteers help to carry out the mission.

### MISSION STATEMENT

*The mission of Hospice of the Red River Valley is to provide comfort at the end of life's journey.*

### VISION STATEMENT

*We see every terminally ill person having the opportunity to receive our care and people being enriched by our services.*

*We envision a highly motivated, empowered staff whose efforts make Hospice of Red River Valley excellent.*

### AIM

*Hospice of the Red River Valley will be the source for end-of-life care, services and education.*

### OUR VALUES

We, the staff and volunteers of Hospice of Red River Valley, have a strong belief in and commitment to what we do, and are guided by our organizational values.

*We value the right of individuals to live well until the end of their lives, and to die on their own terms with dignity and in peace and comfort.*

*We value the intimacy of the dying process and the privilege of being permitted by our patients and families to be part of these final journeys.*

*We value the opportunity to make a difference and the satisfaction that we receive in serving others.*

*We value being members of a team in which there is mutual trust, respect and concern.*

*We value the respect that our organization has earned with its total commitment to end-of-life care and support.*

## OVERVIEW OF THE POSITION

The Executive Director is responsible for leading, directing and managing Hospice of Red River Valley in a manner consistent with the mission, vision and values of the organization, and doing so in a fiscally responsible and ethically sound manner. He or she provides leadership in fulfilling the HRRV mission through its staff, volunteers and community stakeholders, including management of all HRRV services, finances and human resources. Working in concert with the Board of Directors, the Executive Director envisions the future of the organization; provides leadership and plays a key role in setting strategic direction and ensuring those directives are carried out. The Executive Director is responsible for ensuring the highest standards of quality care, integrity in all business practices and program development to meet the changing needs within the organization's service area. Key staff positions reporting to the Executive Director are: Director of Administrative Services; Medical Director; Director of Human Resources; Director of Development/Marketing; Director of Clinical Operations; Director of Finance.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Organizational

- Responsible for overall operation of the organization
- Strategic planning/Vision creation
- Work with Board to accomplish organization's mission
- Support Board and their work
- Recruit and orientate new Board members
- Supervise Executive Staff Team

### Personnel

- Assures adequate staffing of organization
- Assures personnel policies are in place and followed
- Leads the staff of the organization and holds it accountable for results

### Programs

- Assures that the quality of services is maintained and improved
- Strategic planning and growth planning
- Assures adequate resources are available to accomplish the mission

### Financial

- Ensures organization remains financially sound
- Assures ethical and legal integrity is maintained related to finances
- Oversees financial activities and financial strategic planning
- Ensures adequate financial resources are available for operation of the organization
- Oversees and participates in philanthropic activities
- Assures workable budgets are developed and followed

## **Public Relations**

- Develops and maintains relations with key individuals outside the organization
- Acts as primary liaison to the community
- Engages in activities and becomes involved with outside organizations that will enhance the organization's reputation/recognition
- Seeks out ways and works to enhance reputation and recognition of the organization
- Works with legislators to advocate for issues affecting the hospice industry

## **QUALIFICATIONS**

Candidates for this key executive position should be experienced, visionary, and inclusive leaders. Candidates will have familiarity with principles related to dying and death with a commitment to the mission of hospice care.

The successful candidate will be a person with a reputation for excellence and integrity. He or she will have proven leadership with a minimum of ten years in health care administration or allied fields including five years in senior leadership.

A minimum of a Bachelor's degree is required; a Masters degree is a plus.

### *Candidate Characteristics*

- A warm leader who exudes confidence and care for others, engenders trust and goodwill, and builds enduring relationships, is a model of authenticity, credibility and ethical conduct.
- A visionary, willing to propose, strategize and execute new ways of delivering service and solving challenging problems.
- A good listener with a respectful, consultative, and accessible leadership style, self-assured and comfortable with situations of ambiguity, able to relate easily to a wide range of constituencies including staff, directors and volunteers.
- Highly competent, a team player, finds enjoyment in the work place, is an honest, open and balanced individual. The candidate should possess a high degree of emotional intelligence and be skilled at communication and collaboration.
- Flexible and readily available to the Board of Directors, the senior management staff, and a variety of stakeholders.

Hospice Has Heart

- **Honor** - I accept the honor of service to hospice patients, families, and communities.
- **Excellence** - I strive for excellence in my work, as we stand on hallowed ground.
- **Attitude** - I choose a positive attitude at work.
- **Respect** - I treat people with the same respect I wish to be given.
- **Teamwork** - I value everyone's contribution in delivery of care, operation of the organization and stewardship of our resources.

**COMPENSATION**

The salary for this position is commensurate with experience and competitive with similar nonprofits. A full benefits package is offered.

**FOR MORE INFORMATION, PLEASE CONTACT:**

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