

Executive Director Job Announcement

HealthSET is a faith-based non-profit organization dedicated to improving the lives of the low-income elderly. Our highly-skilled and compassionate nurses and case workers provide free health clinics and substantial follow-up care, acting as a bridge to the complex health care and social service systems. We give our most vulnerable seniors the tools to live independently which is key to preserving their quality of life.

We are seeking a dedicated and skilled Executive Director to provide leadership for the organization.

Responsibilities

- Work with the board of directors to provide direction for the organization
- Provide strong financial management
- Work with the board and Development Coordinator to successfully raise an annual budget of more than \$700,000
- Supervise staff, facilitate a team environment in the office
- Ensure continued excellence in the services we provide to low-income seniors
- Increase knowledge about HealthSET in the community through marketing efforts
- Develop relationships with community leaders, collaborate with other organizations when desirable
- Contract management
- Ensure organization meets its obligations and operates in a responsible, transparent, and ethical manner

Requirements

- Demonstrated success in fundraising and financial management
- Minimum 5-7 years of nonprofit experience
- Knowledge of nonprofit organizational development
- Excellent written and verbal communication skills
- Evident commitment to low-income people and/or to seniors
- Understanding of health care and community health helpful
- Bachelor's degree required, Master's degree preferred
- Bilingual (Spanish/English) a plus

HealthSET's mission statement is: To extend the healing ministry of Christ by serving and empowering the low-income elderly in the Denver metro area through nursing, education, and advocacy to transform the quality of their lives.

Job location – 4200 West Conejos Place, #436, Denver, CO 80204

To apply:

Please apply online at centuracareers.org and reference requisition #38701