



## Position Title: Executive Director CRISP Maryland

**Reports Directly To:** CEO/President of CRISP

**Reports Indirectly To:** CRISP Board of Directors

**Location:** Columbia, MD

**Hours Per Week:** 40

## Job Summary

The Executive Director (ED) for CRISP Maryland is responsible for leading the HIE work within the state of Maryland, and doing so within the context of the broader CRISP organization. The ED will specifically be responsible for these categories of work:

- Leading Maryland specific operations
- Leading projects
- Leading outreach

He/She will manage a team of employees and consultants, and will partner with leaders in CRISP's shared services group to ensure effective execution of projects and operations which require their participation. The ED will be accountable to both the CRISP CEO and the board of directors for the overall performance of CRISP Maryland.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

### Operations

1. Oversee daily operations and management of CRISP Maryland to ensure the HIE work is successful and cost efficient, advocating with the shared services group for Maryland priorities on behalf of Maryland stakeholders.
2. Lead Maryland specific operations work, which does not report through shared services:
  - a. CRS including case mix and Medicare reporting
  - b. Care redesign program administration
3. Provide leadership to all CRISP employees, contractors, consultants, and advisors doing CRISP Maryland work.
4. Model and advance the CRISP culture and values.
5. Develop annual organizational goals to be approved by the board, and drive accomplishment of these.
6. Manage Maryland specific vendor relationships, and promote effective relationships and accountability for vendors managed primarily by CRISP shared services.
7. Create an organizational structure and talent development plan to accomplish the mission, working with shared services HR.
8. Manage CRISP Maryland financial performance, working with shared services Finance.

### Projects

9. Promote CRISP, where appropriate, as a vehicle to accomplish work which is consistent with our Vision and Mission.



10. Partner with stakeholders to develop project aims, funding plans, and objectives.
11. Establish project budgets and interim goals, and ensure execution to those.
12. Oversee effective procurements, which appropriately engage CRISP governance.
13. Oversee and ensure State and Federal grant compliance activities.
14. Monitor and report on all project performance through effective metrics and success measures.

### **Outreach**

15. Communicate regularly with the Board of Directors and Advisory Boards regarding pertinent issues, building rapport and trust.
16. Increase the utilization of HIE services, working collaboratively with other organizations in Maryland and surrounding areas where appropriate.
17. Maintain excellent working relationships with MHCC, HSCRC, MDH and other pertinent organizations in the state (MedChi, MHA, etc.).
18. Build support for CRISP efforts among legislators, the state administration, and public health officials.

## Qualifications

To perform this job successfully, the incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Very strong leadership, management, and team-building skills.
- Proven effectiveness with Board or governance management responsibilities.
- Ability to evaluate and solve complex problems and issues.
- Outstanding communication, organizational and interpersonal skills.
- Budget creation and management skills.
- Possession and demonstration of high energy, flexibility, creativity and good judgment.
- Skilled and knowledgeable in relationship management and communication with key executives/stakeholders.
- Strong existing understanding of HIEs and the HIE marketplace.

## Education and/or Experience

- Bachelor degree required, MBA or other Master's Degree preferred
- Background in IT / Healthcare / Public Health
- Experience as an executive, ideally including in a healthcare organization
- Experience in not for profit management
- Experience implementing and managing Health IT systems, including contract negotiations
- 5+ years of Management experience