



# Superintendent

*Life's most persistent and urgent question is, 'What are you doing for others?'—Martin Luther King, Jr.*

## ORGANIZATIONAL OVERVIEW

The Verdant Health Commission is making a difference. Public Hospital District No. 2, Snohomish County is also known as the Verdant Health Commission and has a long history of supporting the health of the residents in South Snohomish County.

The hospital district formed in 1962, opened Stevens Hospital in 1964, and operated the hospital until September 1, 2010, when the facility, land, and major medical equipment was leased to Swedish Health Services, which now oversees the daily operations of the hospital. Verdant has a mission of making a difference in the lives of nearly 200,000 people in the communities of Brier, Edmonds, Lynnwood, Mountlake Terrace, Woodway and portions of Bothell and unincorporated Snohomish County. A priority of Verdant's is to support our residents' ability to get care, especially for those who are uninsured or low-income.

As the program of Public Hospital District No. 2, Snohomish County, the Verdant Health Commission works to provide support and opportunities for our residents to improve their health and well-being. The Verdant Health Commission is governed by five elected commissioners, each elected for a six year term. Prior to managing the Verdant Health Commission, the Board of Commissioners governed Swedish Edmonds Hospital (then known as Stevens Hospital), founded in 1962 to serve the residents and families of the hospital district. As of the September 2010 hospital affiliation with Swedish, the board no longer governs the day-to-day operations of the hospital. However, the board does retain oversight on major hospital decisions.

The hospital district is supported, in part, by an ongoing Maintenance and Operation (M&O) tax levy. The M&O levy for Public Hospital District No. 2 of Snohomish County is one of the lowest in the region. The Verdant Health Commission receives most of its revenue from hospital lease payments from Swedish.



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The key constituents supported by Verdant include: Adults, Children & Youth, Low Income & Uninsured, Seniors and Service Providers with the goals of helping the community to Eat Better, Get Active, Stay Well and Stress Less.

Verdant partners with a number of community organizations to provide programming including: **Alzheimer's Association, Medical Teams International, Boys & Girls Club of Snohomish County, Edmonds Unit, South Snohomish County Fire & Rescue, Domestic Violence Services of Snohomish County, Edmonds School District, Childstrive**, the **YMCA of Greater Seattle** and the **Center for Human Services** among many others

We are seeking a dynamic, emotionally intelligent and inspiring **Superintendent** to own accountability for programs and services and to lead a team to make a difference in our community while meeting the organizational goals.



## POSITION OVERVIEW

Reporting to the elected Commissioners and leading a team, the Superintendent will work closely with a range of communities and stakeholders to administer a \$12M annual budget to support the overall mission of the program. The Superintendent will be accountable for Business Management & Strategy, Operational Oversight, Staff Management & Development, Financial Management, Community Relations, Human Resources, and own accountability for Program Management and effectiveness.

## KEY DELIVERABLES YEAR 1

- Identify and build effective relationships with Key Community stakeholders including local Mayors, Hospital and Program Administrators.
- Identify and recruit top talent to fill key organizational roles.
- Build effective working relationships with each Commissioner and serve as a resource and subject matter expert to support the overall Commissions Governance function.
- Maintain efficient Program investment process and serve as a steward for all ongoing programs and financial results.



## KEY RESPONSIBILITIES

### Commission Support

- Participate with the Commissioners in supporting the vision and strategic plan of the organization.
- Determine program needs and make recommendations for new programming.
- Identify, assess, and inform the Commission of internal and external issues that affect the organization.
- Maintain regular contact with Commission members and committees. Ensure that Commission is informed and engaged.

### Business Management & Strategy

- Build and develop relationships with strategic alliances, Community Leaders including the Mayors of Brier, Edmonds, Lynnwood, Mountlake Terrace, Woodway, and community leaders in Snohomish County as well as mission focused service providers.
- Represent Verdant to the public and foster good relationships and image for the organization internally and externally.
- Develop strategies in partnership with the management team to further the Verdant impact in the community.
- Develop organization-wide systems for measuring mission impacts and report to stakeholders.

### Operations

- Support staff in performance forecasts and implementation of best practices.
- Promote and maintain an environment of exceptional customer service.
- Ensure development and adherence to all policies and procedures, and to all Washington State statutes regarding Public Hospital Districts.
- Draft, prepare and review new and existing policies and procedures.

### Staff Management & Development

- Manage a team of high performing, mission-driven staff.
- Create a work environment that fosters teamwork, personal growth, self-confidence, and success.
- Motivate, manage, and develop staff, including identifying and establishing development and advancement opportunities.
- Conduct employee performance reviews for management roles; provide support and feedback regarding job performance.
- Create a healthy culture of partnership between staff members.





## Financial Management

- Ensure development and implementation of sustainable business models for present and future programs, as well as business ventures that support the overall Verdant goals.
- Establish and manage appropriate financial and operational measures and metrics.
- Ensure development of accurate financial statements and tools that enable strategic and tactical decision-making.
- Maintain positive cash flow and establish sufficient cash operating reserves.
- Manage all grant and funding requests and reports.

## Community Relations

- Cultivate and manage partnerships with community groups.
- Make contacts or presentations that promote Verdant Health Commission and raise awareness with potential partners.
- Belong to appropriate professional and civic organizations to further Verdant's visibility in the community.
- Oversee the writing and production of collateral communication and marketing materials.
- Oversee all social media presence and identity.

## Human Resources

- Determine staffing requirements for organizational management and program delivery.
- Establish a positive, healthy, and safe work environment in accordance with all legislation and regulations.
- Manage employee life cycle and supervise all staff.
- Recruit and hire candidates for all vacant positions.

## Program Responsibilities

- Identify and engage new partners through market research and referred contacts.
- Collect, analyze and report on Community Health data and trends.
- With the Commissioners and team, support the identification of significant healthcare programs to meet the community needs and goals.
- Maintain, and revise as needed, all key program documents.
- Coordinate tracking system for managing program relationships and effectiveness, including tracking of programs accepted, screening criteria.
- Coordinate with and support provider partners.

## QUALIFICATIONS

### Essential:

- Minimum of 10 years of experience in nonprofit leadership and management, with a progressively increasing level of responsibility.
- Excellent organizational skills with the ability to work under limited supervision while maintaining a high degree of accuracy and production.
- Superb customer service orientation and effective oral and written communication skills, along with a positive and professional attitude.
- Bachelor's degree in business, social work, marketing, healthcare, or a related field (Master's Degree preferred)

### Desirable:

- Knowledge and experience with Healthcare programs that serve low-income households.
- Experience working in the Snohomish County market.

## KEY ATTRIBUTES

- A clear understanding of the strategic issues affecting healthcare programs and services that impact underserved communities.
- A results-orientated, proactive self-starter
- Committed and engaged
- Politically savvy without being political
- Strategic awareness
- Problem-solving skills
- Interpersonal skills
- Financial awareness
- Conflict Management skills
- Clear and unambiguous communication skills
- Coordination of a wide range of project elements
- Time management of self and others
- Meticulous attention to detail
- Possess a commitment to the values and ethical standards inherent in human services.

## LOCATION:

Lynnwood, WA



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For confidential inquiries to learn more, please contact:

**Scott Rabinowitz**

Partner

[scott@herdfreedhartz.com](mailto:scott@herdfreedhartz.com)

206-299-2138 direct