



MONTANA PUBLIC HEALTH INSTITUTE

# Chief Executive Officer

Salary Range: \$105,000 - \$135,000



## About the Montana Public Health Institute

The Montana Public Health Institute (MTPHI) is an independent, non-profit institute dedicated to optimizing the health and quality of life of Montanans by strengthening the public health system through collaboration, leadership, and the advancement of health equity. The MTPHI supports state, local and tribal public health agencies, and healthcare and community-based organizations to deliver effective public health programs, services, and protections, and serves as an independent and impartial source of reliable and relevant health information to health organizations, policy makers, funding organizations, businesses, non-profit organizations, consumer groups and the media. In particular, MTPHI programs and services seek to offer capacity and support to frontier, rural and tribal communities.

## Position Summary

The Chief Executive Officer (CEO) is a senior executive with public health expertise and previous experience including managing large and complex health-related programs or organizations. The CEO will report to the MTPHI Board of Directors. The CEO position is critical to the development of MTPHI's long-term vision and resource development plan, its programs and services, infrastructure and operations, and managing its team of professional staff. The CEO is the public face of the MTPHI and is responsible for all aspects of MTPHI communication and partnership development strategies.

The MTPHI is in its first year of operation and aims to create an organization that is responsive to current and emerging public health needs in Montana, as it develops its own infrastructure.

As a new organization, MTPHI's funding, programming, and staff will evolve and grow. The MTPHI CEO will necessarily possess a passion for improving population health, leadership, drive and vision, the ability to work in a fast-paced environment and to adapt to changing needs, and a willingness to take on whatever is needed to create a successful MTPHI. The CEO position will be critical to development of the MTPHI long-term vision and resource development plan, its programs and services, infrastructure and operations, as well its team of professionals.

### Communication and partnership development

The CEO is the most public face of the MTPHI and is responsible for all aspects of MTPHI communications and partnership development.

### Leadership, vision, mission and strategy

The CEO works with the Board and staff to ensure that the MTPHI vision and mission are fulfilled through strategic planning, and development, implementation and evaluation of programs and services.

### Governance

The CEO supports the MTPHI Board of Directors to fulfill the MTPHI vision and mission.

### Financial performance and viability

The CEO is responsible for resource development to fully support the MTPHI vision, mission, programs, services and operations, as well as fiscal management that assures operating within an approved budget, maximized use of resources and enhancement of MTPHI's overall financial position.

### Operations and administration

In coordination with the COO, assure the continued development and implementation of the necessary operations and administration to support a high-functioning MTPHI.





## Ideal Candidate Profile

The Montana Public Health Institute seeks a seasoned professional public health or healthcare sector manager to become its first CEO. The ideal candidate will be **experienced in public health programs**, preferably with increasing responsibility in the field combined with a relevant degree, such as a Master of Public Health. This experience will be complemented with a **passion for the entire spectrum of public health services**. The CEO will provide visionary leadership to stakeholders across the State and will enthusiastically embrace a Montana way of life, where building relationships and investing in people is the way of doing business. This person will be naturally collaborative and collegial, but will bring a **business-minded and entrepreneurial spirit** to deliver new and needed services to Montanans throughout the State.

Some additional criteria identified as providing value include:

- » Has a vision for health data and metrics and their use in a public health context.
- » Is eager about living in Montana and embraces everything Montana has to offer.
- » Has experience working with legislators and can accurately educate decision makers at all levels on key issues.
- » Being proactive with a vision for the future and an ability to develop that vision into implementable long- and short-term plans.

## Minimum Qualifications

- » At least 15 years of relevant professional experience, including experience in senior leadership positions in public health, health policy, healthcare, or related fields, required.
- » Master's degree or PhD in public health or related field, required.



## Salary and Benefits

- » Salary range is \$105,000 - \$135,000 plus benefits package.
- » This position is a contract-based hire and is in Montana.
- » \$750 contributed towards a BlueCross BlueShield health plan as well as any dental and vision coverage.
- » 3% Employer match on a Simple IRA
- » Employer-paid Group Term Life and Short Term Disability
- » 15 days of PTO minimum (negotiable based on experience)
- » 6 days of sick leave
- » 10 paid holidays
- » Regular in-state car travel with overnight stays is anticipated. Must have access to use of a reliable private vehicle or rental car for occasional use for business travel in Montana. Mileage reimbursed at allowed GSA rates or actual costs of approved rental car. Ability to secure and maintain a driver's license valid in the state of Montana and to maintain private liability insurance with minimums outlined under MTPHI policy. Occasional out-of-state travel is also required.



## Application and Selection Procedure

To be considered for this exceptional career opportunity, submit your resume, cover letter, a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review deadline of **Friday, February 5, 2021**. Your resume should reflect beginning/ending dates for each position, major responsibilities and accomplishments, as well as the size of staff and budgets managed.

There is no central office for the MTPHI yet since this is a new position in a new organization born during the COVID-19 pandemic. The Board of Directors welcomes your feedback as to where you would like to relocate if you were to be offered this position. **In your cover letter, please designate up to five (5) cities or towns within the State of Montana that you would consider as a future home.** This is intended to provide flexibility to you as a candidate and may factor into future discussions of the permanent location(s) of MTPHI offices. Please note that the salary range posted is valid for the entire state; an additional cost-of-living adjustment for more expensive areas is not possible.

Resumes and letters of interest will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant. The most qualified candidates will be invited for a panel interview at a later date. The Institute anticipates making an appointment to the position as swiftly as possible following comprehensive reference and background checks of the successful candidate.

Please go to our website to submit your application: <https://executivesearch.cpshr.us/JobDetail?ID=1729>

For further information contact:

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