



## **EXECUTIVE DIRECTOR**

### **COMPANY OVERVIEW**

Michigan Kidney Consultants (MKC), P.C. is Southeast Michigan's largest board-certified nephrology group. Our physicians and nurse practitioners are dedicated to providing the latest, most advanced diagnostics and treatments available for kidney disease and end-stage renal failure. MKC offers appointments in eight locations in greater Detroit, Michigan, including Troy, Royal Oak, Southfield, Novi, Pontiac, Clarkston, Rochester Hills and Sterling Heights.

All of our physicians are board certified in the sub-specialty of nephrology as well as internal medicine. A nephrologist is a physician who has been educated and trained in kidney disease, kidney transplantation, and dialysis therapy.

### **POSITION SUMMARY**

The MKC Executive Director is a senior leader who is responsible for overseeing the overall operations, strategy, and vision of an organization. They are the highest-ranking member of staff and report to a board of directors. In collaboration with the President of the Practice, this person sets the direction, policies and culture of the organization.

### **ESSENTIAL DUTIES**

#### Leadership and Strategic Planning

- Develop and execute the organization's mission, vision, and strategic goals.
- Lead long-term and short-term planning initiatives to ensure growth and sustainability.
- Guide the organization through change management as necessary.

#### Operational Oversight

- Oversee day-to-day operations, ensuring they align with the organization's strategic objectives and are in line with the financial expectations of a successful and growing organization.
- Monitor programs and projects, ensuring they meet deadlines, budget constraints, and quality standards.
- Implement and maintain policies and procedures to enhance organizational efficiency.

#### Financial Management

- Lead and direct the accounting, finance, payroll and billing functions and manage the associated teams
- Create and manage budgets in coordination with department heads.
- Oversee joint ventures and other entities that are owned by shareholders and related to the company



- Ensure financial health through oversight of operations, operational efficiency and revenue streams.
- Report regularly to the board of directors on financial performance and ensure accountability and transparency.

#### Board Relations

- Serve as the primary liaison between the board of directors and the staff.
- Provide the board with regular (at least quarterly) updates about organizational activities, finances, and challenges.
- When necessary, assist in the recruitment, development, and engagement of board members.

#### Team Leadership and Development

- Recruit, mentor, and manage senior staff and department heads.
- Foster a positive, collaborative organizational culture.
- Provide staff with professional development opportunities and ensure retention of key talent.

#### HR, Legal and Administration

- Oversee all human resources functions including hiring, performance management, employee corrective action, career progression, compensation and benefits
- Oversee and manage all aspects of the business which require legal involvement and/or action.
- Initial creation and ongoing management of all business contracts enacted and held by the organization.

#### Marketing, Public Relations and Advocacy

- Represent the organization in external events, meetings, and speaking engagements.
- Serve as the public face and spokesperson, promoting the organization's mission and values.
- Build and maintain relationships with key stakeholders, including governmental entities, industry leaders, and the media, as necessary.

#### IT and Information System Administration and Security

- Coordinate and oversee the IT function including day to day administration and IT security for the Practice

#### Compliance and Risk Management

- Ensure that the organization complies with local, state, and federal regulations.



- Manage all licensure, regulatory compliance and safety standards across the organization.
- Implement risk management strategies to safeguard the organization's assets and reputation.
- Oversee legal matters and ensure the organization's activities are ethical and transparent.

#### **SKILLS, EXPERIENCE, QUALIFICATIONS**

- Proven experience in senior leadership roles with a minimum of 7-10 years' experience in management, and strategy development.
- Strong financial acumen, with experience in budgeting and financial reporting.
- Strategic vision and enterprise-wide corporate planning and expansion experience
- Excellent communication and interpersonal skills, with the ability to engage with a wide range of stakeholders.
- Collaborative and effective people management experience, leading multiple, diverse and cohesive teams
- Ability to think strategically, solve complex problems, and make high-level decisions.
- Experience working with or as part of a board of directors.
- Relevant educational background, with a degree in business, healthcare administration, or a related field.
- Master's Degree (MBA) and CMPE certification preferred.