



## Klamath Hospice, Inc.

4745 S. 6<sup>th</sup> Street  
Klamath Falls, OR 97603  
(541) 882-2902  
1-877-882-2902

### **KLAMATH HOSPICE, INC.**

We are located in Klamath Falls, Oregon; "Oregon's City of Sunshine." Klamath County, home to Crater Lake National Park, is located in the southern part of the state and borders California and the eastern slope of the Cascade Mountains. The high-desert climate boasts an average of 290 – 300 days of sunshine per year, while still enjoying a four-season climate. The wetlands and woodlands of the vast Klamath Basin nurture a staggering array of wildlife. Outdoor recreation is a premiere attraction: from hiking, biking, canoeing, sailing, fishing, skiing, and snowmobiling to visiting our museums, antique shops, art galleries, and theaters. Klamath has something for everyone!

Klamath Hospice, Inc. is seeking an...

### **EXECUTIVE DIRECTOR**

Non-profit hospice, serving the community for 25 years, is seeking a dynamic and experienced leader for our Executive Director position. The Executive Director is responsible for the overall administration and management of Klamath Hospice, Inc. (KHI), including its service programs, business operations and fundraising. Areas of responsibility include planning and evaluation, policy development and administration, personnel and fiscal management, marketing and public relations. This position is full-time (hired by and directly accountable to the Board of Directors) and offers an excellent benefit package, including fully paid medical, dental, short/long term disability, and paid time off.

## **JOB DUTIES AND RESPONSIBILITIES (including, but not limited to):**

1. Ensure the highest quality of hospice patient care by providing leadership in developing programs related to identified needs, and consistent with the mission and resources of KHI.
2. Submit for Board approval an annual operating budget, and monitor income and expenses on a monthly basis, to ensure the continuing financial viability of KHI.
3. Assume a leadership role in the development of relationships with hospital, physicians, nursing homes, other service agencies, and the public, as appropriate.
4. Develop, implement and maintain an effective marketing program.
5. Provide the primary interface between the Board of Directors, particularly the President, and the operations of KHI, including advising the Board of Directors of program progress and organizational needs. Assume responsibility for the execution of all Board of Directors' policies and procedures as initiated and approved by the Board of Directors.
6. Ensure the organization has a long-range strategy consistent with its mission. Implement, evaluate and ensure consistent and timely achievement of strategy goals.
7. Responsible for the appropriate staffing of KHI, including hiring, orientation, training, evaluations, and terminations. Foster a system of staff communication and supervision that promotes the efficient and effective continuity of operations.
8. Initiate the development, implementation and regular evaluation of organizational policies and procedures necessary to the operations of KHI.
9. Oversee development, implementation and coordination of a fundraising program to help support KHI services and operations.
10. Ensure compliance with federal, state and local regulations, including accreditation and licensing.
11. Maintain written service agreements, including financial arrangements, with approved providers necessary to meet the needs of patients and their families.
12. Provide the primary liaison between KHI and appropriate national, state and community groups.

## **QUALIFICATIONS:**

1. Baccalaureate or higher degree in healthcare, business management, social/behavioral sciences, or related field with a minimum of five (5) years of supervisory and management or operations experience, with at least one (1) year of experience in hospice or related health care services; or, a minimum of 5 years of related work experience, with at least one (1) year in health services required.
2. Demonstrated effective leadership skills in fiscal management, strategic planning, and program and staff development.
3. Demonstrated skills in effective marketing.
4. Demonstrated ability to make effective presentations to the public.
5. Ability to establish and maintain an environment and attitude supportive of continuous staff and program improvement.
6. Ability to work autonomously, take initiative, set priorities, organize work, and make independent decisions.
7. Ability to establish and maintain effective, professional working relationships with the general public, co-workers, vendors, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, disability, or political affiliation.
8. Experience in community fundraising management is highly desirable.
9. Proficiency in a variety of computer software applications in word processing, spreadsheets, database, and presentation software (MS Word, Excel, Power Point, Publisher) and the Internet.
10. Ability to read and communicate effectively in English, both verbally and in writing.
11. Must possess a valid state driver's license and reliable automobile and be willing to operate personal car necessitated by nature of job.
12. Have proof of current automobile insurance with minimum state financial responsibility limits.

For additional information, e-mail Trebor at [treborm@klamathospice.org](mailto:treborm@klamathospice.org) or call 1-877-882-2902.