



## **POSITION GUIDE**

<b>ORGANIZATION:</b>	<b>Open Door Health Center of Illinois</b>
<b>POSITION:</b>	<b>Executive Director</b>
<b>REPORT TO:</b>	<b>Board of Directors</b>
<b>LOCATION:</b>	<b>Elgin, Illinois</b>

## **MISSION**

Open Door Health Center serves as a Patient Centered Medical Home to provide quality, comprehensive and cost-effective health care to our community.

## **VISION**

Open Door will strive to become the premier provider of sexual health and wellness by:

- Establishing centers in Aurora and Elgin, Illinois that address both primary care as well as specialized services to eliminate disparities whose patients include:
  - people living with HIV/AIDS
  - people concerned about sexually-transmitted infections
  - people who identify as gay, lesbian, bisexual or transgender
- Increase the understanding of how behavior and other actions affect health
- Decrease the stigma for those seeking support and treatment

## **ABOUT OPEN DOOR**

Open Door Health Center has grown out of need. In 1975 the Visiting Nurses Association of Elgin saw the need for sexually transmitted infection (STI) education, testing and treatment, then referred to as venereal disease or VD. They worked with other concerned citizens to develop Open Door, incorporating it as a nonprofit organization in 1977. In the 80's, the AIDS epidemic was growing. Despite the fact there was little understanding of the disease or how it was contracted, the common factor was similar sexual experiences. Open Door saw the need to educate the community – so they started to do so.

As diagnostic tools for HIV became available, Open Door was one of the first sites in Illinois to begin using them to test for the virus. Since little was still known, yet people who were HIV positive needed assistance, Open Door filled the void by developing case management services. As treatment became available but infectious disease doctors were unresponsive, Open Door rushed to become a clinic to provide medical services.

Throughout the almost 40-year history of the organization, Open Door has become the premier provider of sexual health and wellness in the greater Fox Valley area with locations in Elgin and Aurora. The needs of our community continue to change, and Open Door continues to respond. Open Door Health Center's legacy has been captured in a book called The Legacy Campaign.

Open Door continues to expand its efforts to provide education, testing and treatment for sexually transmitted infections by providing opportunities in underserved communities throughout five counties. The organization continues to expand specialty medical services to people who are living with HIV/AIDS by increasing medical and case management staff, introducing behavioral health and substance abuse services, and developing state-of-the-art medical facilities. Open Door is developing primary medical services to consumers who need their doctors to provide discrimination and stigma-free care, specifically those in the LGBT community.

## **OPPORTUNITY**

Open Door's vision of increased stigma-free healthcare opportunities led in 2015 to the purchase and development of a new, state-of-the-art Health Center in Elgin and to substantial progress on a Primary Care Medical Home certification. Following the unexpected passing of the Center's longtime executive director, the Open Door board and staff forged ahead to increase both medical and other supportive services under the Patient Centered Medical Home model. Expanding on Open Door's 40-year history of providing quality care and above-and-beyond caring to their patients, the new PCMH approach will expand services both to current patients as well as to family members within the community.

This position provides the exciting and life-giving opportunity to extend the Open Door Health Center's offerings of primary health care, sexual health, behavioral health, case management, and even housing supports to an increased client base in the Elgin and Aurora communities.

The Executive Director will have the opportunity to work with a committed board and dedicated employees to develop the agency's next strategic plan and to build upon Open Door's history of solid leadership and success. The director will also have the opportunity to build upon the Center's culture of caring and compassion for its clients as well as for its internal team.

### **POSITION SUMMARY**

Reporting to the Board of Directors of Open Door Health Center (ODHC), the Executive Director is the catalyst and leader of the strategic direction of ODHC in a rapidly changing healthcare environment. S/he is responsible for developing and executing the goals, objectives and policies of ODHC through his or her executive leadership team for the benefit of those who are served by the organization. The Executive Director sets the tone for the organization's relationships with its employees, patients and its customers by means of clear and consistent communication about the mission, vision and direction of ODHC. The Executive Director plays a major role in overseeing the success of internal operations, managing and growing external relationships with other providers and generating outside funding and donations. ODHC currently operates in two locations with approximately 45 employees and a 15-member Board of Directors.

### **CANDIDATE PROFILE**

We seek an accomplished leader with a strong combination of public service and business acumen which has been gained from a professional career in community health care, public health, and/or healthcare administration. The ability to build and nurture an organizational culture that is grounded in a shared vision, vibrant in team work, supported by mutual respect and unrelenting in its pursuit of quality must be demonstrated. This person must also have a sensitivity and commitment to the LGBTQIA community and the ability to model cultural humility along with a deep understanding of diversity for staff, board, and the community as the face of Open Door Health Center.

The qualified candidate must demonstrate an understanding of the national healthcare environment, the direction in which it is heading under the Affordable Care Act (particularly as it relates to the Ryan White HIV/AIDS Program, the LGBT population and AIDS service organizations) and how Open Door can capitalize on this direction for the benefit of both the organization's financial success and the healthcare needs of its patients.

Proven leadership in bringing passion, vision, direction, business discipline and inspiration to an organization is required. The qualified candidate must have exemplary listening and other interpersonal skills manifested through servant

leadership and productive relationship building among internal and external stakeholders and partners.

The person we seek is a strategic thinker with a savvy financial mind and an energetic problem solver. Senior-level executive leadership experience in addressing organizational and service delivery challenges, using strong analytical skills as well as good professional judgment and decisiveness, must be demonstrated. Knowledge of and experience dealing with professional and governmental regulatory, accrediting and licensing agencies is expected.

The ideal candidate will be able to demonstrate fundraising success, as part of his or her responsibilities or as a fundraising volunteer, through active solicitation of contributions from individuals, foundations and corporations and through development of a supportive, diverse board of directors. A career history as a dynamic communicator, written and oral, and proven capabilities to establish and maintain a presence within the philanthropic community is highly desirable.

A bachelor's degree from a four-year accredited college or university is required; a master's degree in business, human services or social work is preferred. Evidence of continuing professional education in areas that would increase the candidate's knowledge and abilities to lead and manage an organization is a plus.

To apply, please submit a current resume and letter of introduction to Kittleman & Associates, LLC at <http://kittlemansearch.com/Executive-Director-Open-Door-Health-Center.html>.

For more information about Open Door Health Center, visit [www.odhcil.org](http://www.odhcil.org).