Board and Hospital Governance Manager

Department	Administration	**Reports To**	President & CEO
Location	Wasilla, AK	**Travel**	Less than 25%
FLSA	Exempt	**Supervisory**	No
Classification	Manager	**Salary Band**	$72,450 – 100,250

POSITION SUMMARY

The Board and Hospital Governance Manager serves as MSHF's dedicated staff resource for two integrated functions: (1) the governance and administrative operations of the MSHF Board of Directors and its committees, and (2) the coordination, tracking, and institutional stewardship of MSHF's joint venture ownership and strategic partnership with the hospital.

Reporting directly to the President & CEO, the Manager works closely with the Board Chair, executive leadership, MSHF-appointed hospital representatives, legal counsel, and Finance to ensure that governance processes operate with discipline and continuity, decisions and obligations are documented and followed through, and MSHF's institutional knowledge of its governance responsibilities and hospital partnership is reliably maintained.

The CEO retains full executive ownership of the hospital relationship and the Board's strategic direction. The Manager ensures the governance infrastructure, information, and follow-through that supports that leadership — not duplicating the work of Finance, Risk & Compliance, Legal, or program owners, but ensuring those parties are connected and that commitments and decisions are tracked to closure.

ESSENTIAL DUTIES & RESPONSIBILITIES

Board Governance & Liaison

- Serve as the primary point of contact for all Board members, Executive Committee members, and Board-related matters.
- Work closely with the President & CEO and leadership team on all Board communication, planning, and decision preparation.
- Develop and maintain the annual Board and committee governance calendar in coordination with the President & CEO, Board Chair, and committee chairs.
- Coordinate development of Board and committee agendas; ensure materials are timely, accurate, complete, and aligned with required decisions.
- Attend all Board meetings; record notes, prepare minutes, and distribute Board packets and follow-up communications.

- Maintain governance records including Board policies, bylaws, committee charters, resolutions, and governing documents; work with the CEO and Board to keep these current.
- Track Board and committee decisions, commitments, and follow-up actions; ensure accountability and closure.
- Plan and manage the Board nominations process.
- Manage onboarding, orientation, continuing education, retreats, and governance development activities for all Board members.
- Assist the CEO in the development and coordination of a Board engagement strategy.
- Stay current on best practices in board governance; make recommendations to improve committee structures, processes, and effectiveness.
- Coordinate with the CEO and Board Chair to anticipate upcoming governance issues and ensure the Board is appropriately prepared.

Hospital Joint Venture & Partnership Coordination

- Serve as MSHF's dedicated staff resource for coordinating matters related to the Foundation's ownership, governance, and strategic relationship with the hospital.
- Develop and maintain a comprehensive tracking system for key agreements, governance requirements, reporting obligations, commitments, decisions, and significant issues related to the hospital partnership.
- Maintain an annual calendar of hospital partnership governance activities, required reviews, reporting deadlines, and major decision points.
- Coordinate and prepare briefing materials and information needed by MSHF leadership and MSHF-appointed representatives participating in hospital governance bodies.
- Track decisions, action items, commitments, and unresolved matters arising from the hospital partnership; facilitate appropriate organizational follow-through.
- Maintain institutional records and historical knowledge of the partnership — including significant decisions, agreements, amendments, governance changes, and organizational commitments.
- Coordinate with Finance, Risk & Compliance, and Legal to ensure the appropriate subject-matter owners are engaged on financial, compliance, and legal aspects of the partnership; the Manager coordinates and tracks — not interprets or owns — those functions.
- Monitor whether partnership governance obligations and commitments are being met; surface issues requiring CEO or Board attention.
- Facilitate effective communication among MSHF leadership, Board members, MSHF-appointed hospital representatives, and hospital contacts, maintaining clear role boundaries.

- Support periodic governance reviews of the hospital partnership and ensure action items are tracked to resolution.

Governance Systems & Institutional Continuity

- Establish and maintain reliable systems for documenting governance decisions, organizational commitments, and follow-up responsibilities across Board and hospital partnership functions.
- Develop tracking tools and summary reports that give the CEO and Board visibility into governance priorities, hospital partnership obligations, upcoming decisions, and outstanding actions.
- Serve as a source of institutional continuity as Board members, executives, hospital representatives, and external partners change over time.
- Maintain strict confidentiality regarding Board, executive, legal, financial, and partnership matters.
- Identify opportunities to improve governance processes, information flow, documentation, and organizational follow-through.
- Prepare briefing materials, decision summaries, and timelines to help leadership understand complex governance and partnership issues.

EDUCATION & EXPERIENCE

- Bachelor's degree in business administration, public administration, nonprofit management, healthcare administration, or a related field; equivalent experience considered.
- 3–5 years of experience in governance support, executive administration, healthcare administration, project/program coordination, or a related field.
- Experience supporting a Board of Directors, executive leadership team, or complex organizational governance structure preferred.
- Experience in healthcare, nonprofit, foundation, or joint venture environments preferred.
- Excellent written and verbal communication skills.
- Strong research and analytical skills.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).

COMPETENCIES & KNOWLEDGE, SKILLS, AND ABILITIES

- Sets and holds oneself and others to stated expectations by aligning their work with MSHF mission, values, and goals.
- Adjusts to new, different, or changing requirements and circumstances.
- Cooperates, communicates, and coordinates effectively with others inside and outside MSHF to accomplish mutual goals.

- Analyzes information objectively, identifies root causes, evaluates evidence, and develops effective solutions.
- Navigates sensitive situations with tact and discretion while maintaining trust and protecting private information.
- Builds, maintains, and enhances relationships with members and stakeholders through effective communication.
- Focuses on desired outcomes; sets clear goals, takes proactive action, and drives toward successful outcomes.
- Plans, executes, and delivers initiatives while managing resources, timelines, and stakeholders.
- Actively promotes and fosters an inclusive environment where diverse perspectives are valued.
- Strong working knowledge of organizational governance and the distinction between governance, management, and operations.
- Ability to synthesize and communicate financial, legal, and operational information in a way that supports decision-making — without owning those subject-matter functions.
- Strong organizational and project coordination skills; demonstrated ability to manage multiple workstreams simultaneously.
- Sound judgment and discretion in handling confidential and sensitive information.
- Ability to work independently, anticipate needs, identify gaps, and move matters toward resolution.