



Director of Compliance and Risk Management

FLSA Classification: Exempt
Reports to: Chief Financial Officer
Salary Range: \$130,000 – \$150,000
Application deadline: Opened until filled.

JOB DESCRIPTION

About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which owns Mat-Su Regional Medical Center (MSRMC) in joint venture with Community Health Systems, Inc. (CHS). In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution.

Apart from its role as a community hospital co-owner, MSHF is also a grant-making philanthropy organization. Grounded in organizational values of prevention, access, wellness, fairness, equity, and collaboration, the MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su. Through grantmaking, convening of local partners, and policy change, the Foundation's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing, and senior services.

Position Summary

Reporting to the CFO, the Director of Compliance and Risk Management oversees all legal, risk management, and policy compliance activities, including, risk associated with MSRMC governance and operation, various additional Joint Ventures, nonprofit legal compliance, and internal policy guidance.

The Director will staff the Governance and Category A Committees of the MSHF Board of Directors and participate in discussions with Joint Venture partners. Initially, particular emphasis will be placed on providing analytical support and compliance management regarding MSHF's role as a joint venture partner and being the primary person for supporting all aspects of the JV relationship. The Director will receive the support and training needed to take responsibility for additional functions including business



analysis, contract management, risk management, and policy development as their mastery of the JV partner relationship and JV compliance functions progresses.

Essential Duties & Responsibilities

Leadership

- Provide strategic leadership of all risk management functions, initially focusing on community benefit activities of the hospital and its compliance with the Operating Agreement and Management Services Agreement between MSHF and CHS, to eventually include all risk management functions of MSHF.
- Lead management of internal and external legal review processes.
- Provide oversight and leadership on all organizational policies and procedures.
- Provide strategic legal insight on items related to governance.
- Ensure compliance with Joint Venture governing documents.
- Provide analysis of legal compliance with IRC §501c3 and §501r.

Management/Administration

- Manage the Joint Venture and 501r compliance program. Assure organized, up-to-date compilation of all documentation required to establish:
 - Community benefit provided by the hospital and;
 - Appropriate control by MSHF over the charitable purposes of the hospital.
- Manage MSHF contracts. Develop MSHF's contract management function by creating:
 - Approval procedures.
 - Boilerplate.
 - Essential workflows.
 - Contract policy.
 - Contract storage system.
- Financial analysis of capital projects, hospital financial statements, CHS management fees, CHS borrowing activity, audit support, JV forecasting, and other JV strategic, operational and/or financial issues as they arise.

- Attend Hospital Board of Directors (BoD) and Committee meetings, and prepare MSHF Directors serving on the hospital BoD for those meetings.
- Coordinate the use of outside legal counsel when appropriate.

External/Internal Relationships

- Build and maintain strong relationships with all organization leaders working across the organization to ensure legal compliance.
- Provide compliance information/training to the Board and staff periodically.
- Build and maintain relationships with outside counsel utilizing them when appropriate.
- Build and maintain working relationships with legal counsel for our Joint Venture Partners.

Health Equity Promotion

- Ensure that legal agreements and risk management strategies support MSHF health equity focus and values.

Competencies

- Strong legal analysis including interpreting legal advice and communicating it within the organization, but not to include primary research.
- Excellent, concise written communication.
- Extensive knowledge of risk management solutions.
- A curious and adaptive approach to problem-solving.
- Ability to devise and communicate compelling, persuasive recommendations to MSHF Board Directors, MSHF executive staff, and JV partner leadership and staff.
- Strong teamwork skills and ability to coordinate work across departments.
- High emotional intelligence.
- Contract support, initially to include management of storage and access, eventually to include development of contract management system and policies.



Personal Qualifications

The candidate will be an experienced professional who thrives in a challenging and changing environment, is disciplined and takes personal responsibility for results. Works well in teams, is flexible and committed to shared success. Can interact effectively with varying levels of management and the public, and possesses an astute understanding and ability to navigate organizational politics. Demonstrated ability to think creatively, be curious and be committed to continuous learning. Demonstrated ability to identify opportunities and problems, dig deeply to better understand their root dynamics, analyze them and recommend appropriate plans to pursue opportunities and solve problems (self-starter, high-initiative level).

The successful candidate for this position will possess and demonstrate the following qualities: integrity, leadership, reliability, professionalism, desire to continuously improve and enhance areas of responsibility, an ability to see what needs to get done and the initiative to do it, masterful communicator, customer service ethic, ego-maturity, an ability to thrive in a changing and transforming organization, sense of humor, pleasant disposition, passion for participating in leading the Foundation from good to great, and a keen interest in health, health care, and philanthropy.

Education & Experience

Candidates may emerge from nonprofit, foundation, government, or industry backgrounds and possess the following:

- Masters and/or JD preferred.
- Minimum 5 years experience in risk management or in-house legal.
- Experience working in healthcare systems preferred.

Other duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Location: Wasilla, Alaska

Work Environment: Employee will be working in a typical office environment with moderate temperature and equipment noise.

Physical Demands: Employee will be spending considerable time at a desk using a computer terminal.



EEO Statement: Mat-Su Health Foundation is an equal employment opportunity employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.