



## Finance & Business Development Executive

<b>Reports to:</b> CEO		
<b>Level/Grade</b> Executive	<b>Type of Position</b> Full Time	<b>Hours/Week</b> 40 hrs/week; Exempt
<b>GENERAL DESCRIPTION</b>		
The Financial & Business Development Executive will lead the organization's financial management and new revenue generation activities. He/she will lead THC's growth strategy, manage a high functioning team of accounting business and development professionals, and will oversee related functions including compliance with federal and state contracts and governmental and private grants.		
<b>JOB RESPONSIBILITIES</b>		
<ul style="list-style-type: none"> <li>• Lead the organization in strategic financial planning and oversee its forecasting, budgeting, cash, investment, and asset management functions</li> <li>• Develop and implement forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans</li> <li>• Pro-actively research and prospect for RFPs for contracts/grants that would support THC's growth consistent with its mission and strategic plan</li> <li>• Lead the development, communications, and procurement of contract and grant proposals</li> <li>• Develop proposal and revenue generation tracking systems to ensure targets, deadlines, and requirements are met</li> <li>• Actively gather intelligence for the senior management team on marketplace and competitor activity in the organization's major service areas</li> <li>• Cultivate strong, long-term relationships with current and potential industry and governmental partners</li> <li>• Actively participate in healthcare industry leadership forums to build and maintain key relationships</li> <li>• Lead general strategic and tactical account planning and management</li> <li>• Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization</li> <li>• Other duties as assigned</li> </ul>		
<b>POSITION REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Strong financial management, business development, and analytical skills with at least 10-12 years of previous related experience at a management/executive level</li> <li>• Ability to match the requirements of RFP issuers with the mission, strengths, and growth potential of THC</li> <li>• Must be highly-motivated, well-organized, results-oriented, and possess excellent interpersonal, writing, and presentation skills</li> <li>• Must be proficient in using Salesforce and Microsoft Office</li> <li>• An established network of healthcare industry contacts preferred</li> <li>• Must be able to work in front of a computer screen for up to 8hr/day</li> </ul>		
<b>EDUCATION/CERTIFICATION REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Bachelor's Degree in Business or related field required; MBA strongly preferred</li> </ul>		
<b>OTHER INFORMATION</b>		
<b>APPROVED BY</b> Craig Brammer, CEO <span style="float: right;"><b>DATE POSTED</b> August 27, 2020</span>		

**Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.**