



EFL Associates

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**COLORADO HEALTH INSTITUTE
DIRECTOR OF OPERATIONS**

POSITION SPECIFICATIONS

CLIENT

Our client, the **Colorado Health Institute (“CHI”)** is a non-profit organization that focuses on innovative and independent research and consulting. **CHI** believes that good health policy leads to a healthier Colorado. In pursuit of that end, **CHI** brings research, insight, and expertise to leaders across the state because informed decisions lead to better health for all. **CHI** is committed to improving the health of all Coloradans by supporting evidence-based policies and providing rigorous and timely information and analysis to policy makers.

CHI serves as a strategic advisor and consultant to the philanthropic community, state government agencies and elected officials, hospitals and health systems, local public health agencies, and local nonprofits. Its work is mission-driven and impact-oriented.

CHI embraces a team-based and highly collaborative culture. Team members work hard and take their commitment to the community and clients seriously. **CHI** balances that hard work with “nerdy fun” and levity and strives to create a workplace that encourages and rewards intellectual curiosity, personal initiative, and the ongoing cultivation of expertise.

CHI is focused on a research agenda that advances the conversation about the most pressing issues and identifies promising opportunities to improve health and health policy. In all its activities, the goal is to create a state where health equity is a reality. **CHI’s** research focus is:

- Systems of Care
- Behavioral Health
- Climate and Health

For more information about **Colorado Health Institute** please refer to:
www.coloradohealthinstitute.org

THE PERSON

CHI seeks a motivated and self-directed **Director of Operations** to join a team of professionals who are highly dedicated to improving the health of all Coloradans. This role reports to the Managing Director of Finance & Administration, with the goal of growing the successful candidate to become the operations leader for **CHI**.

THE OPPORTUNITY

Essential Functions include:

➤ **Contract Management**

- Review, redline, and act as the key contact for all new and renewing contracts with state government agencies, hospitals and health systems, local public health agencies, nonprofits, and foundations.
- Liaise proactively with the Research, Evaluation and Consulting team and clients' key contacts to ensure that contracts are routed to key leaders for signatures in a timely manner.
- Lead and collaborate throughout contracting process by effectively communicating issues to key stakeholders on a timely basis.
- Coordinate and document necessary approvals and drive contracts to final execution.
- Independently manage all contracts from inception to completion.

➤ **Information Technology Management**

- Lead the relationship with our external IT service vendor.
- Ensure that private health information provided for projects is stored on secure servers and deleted on-time and consistent with data use agreements.
- Liaise and manage day-to-day relationship with external provider of help desk, including troubleshooting system issues.
- Set up new hardware and diagnose existing hardware issues for **CHI** employees.
- Act as administrator for select software and online tools.

➤ **General Office Management**

- Act as key point of contact for human resource activities.
- Act as key point of contact with **CHI's** property management company.
- Work with Senior Administrative Assistant to ensure smooth functioning of the office.
- Manage other projects as requested.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- 5+ years of contract management and process management experience.
- Experience working in a nonprofit is a plus.
- Familiar and comfortable working with range of computer software and hardware; *(Especially strong proficiency with Microsoft Excel is desired due to substantial work items and contract tracking relying upon Excel for day-to-day administration).*
- Strong written and oral communication skills.

PERSONAL CHARACTERISTICS

- Leadership ability (i.e., Can direct operations function without a lot of oversight).
- Commitment to **CHI's** mission of improving the health of all Coloradans.
- Highly responsive to inquiries and requests, with a customer service mindset.
- Adaptability, key to working in a small but proactive environment.
- Demonstrated attention to detail and organizational skills.
- Demonstrated ability to work independently with minimal supervision.
- A high level of self-motivation, self-direction, and intellectual curiosity.
- Highly collaborative and able to foster a positive work environment.

COMPENSATION

CHI strives to offer competitive compensation for all staff, in accordance with their role and the background and experience of each individual. The pay for this position is targeted at \$100,000 per year.

CHI offers a comprehensive benefits program, including bonus potential, medical, dental, vision, 401K, transportation support, cell phone stipends, and paid time off annually.

NON-DISCRIMINATION

Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other legally protected categories.

APPLICATION PROCESS

Colorado Health Institute is committed to a search process that is objective and transparent, and has retained EFL Associates to manage the process. Interested parties should refrain from contacting **Colorado Health Institute** leadership team members and instead direct all inquiries to EFL Associates.

Relocation expenses are **not** available for this role.

To **APPLY** please email your resume to Tamara at tamara.wesely@eflassociates.com

EFL ASSOCIATES
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