

Executive Director/Chief Executive Officer

The Southeast Texas Trauma Regional Advisory Council (SETTRAC) is seeking a qualified individual to serve as the organization's Executive Director/Chief Executive Officer. This position will oversee a paid staff of twelve and a large contingent of stakeholder volunteers assigned by member organizations working to establish and maintain regional trauma, cardiac, stroke, and health related emergency preparedness plans. The position reports to the Board of Directors which is comprised of members of the regional EMS and Hospital stakeholder community.

General Qualifications:

- Bachelors Degree in business and/or health related field required
- Master's Degree preferred
- Five years of responsible experience in healthcare and grant administration, including three years of emergency management experience; 8-10 years of experience managing health, government, or non-profit corporation preferred
- Must possess, or within the first 6 months of employment in this position, achieve DHS/FEMA IS-100, IS-200, IS-700, IS-800, IC 300 and ICS 400 course certifications.

The successful candidate will have experience and/or demonstrated success:

- Hospital and/or EMS management
- Operating within a stakeholder community for collaborative decision making
- Official representation to government, civic, and business community leaders
- Effective oversight of high energy, goal oriented staff
- Project management
- Contract management and oversight
- Clinical and/or health systems planning
- One or more service lines including Trauma, Cardiac, Stroke, Emergency Preparedness
- Clinical quality management
- Budgeting and financial management
- Measuring, monitoring, and managing performance standards
- Systems theory
- Supporting the activity of a non-profit Board
- Excellent written and oral communication skills
- Excellent computer skills

SETTRAC is a Section 501(c)(3) organization serving a nine county region comprising Trauma Service Area Q (Harris, Montgomery, Walker, Waller, Fort Bend, Wharton, Austin, Colorado, and Matagorda Counties). Authorized by the Texas Legislature in 1989, the original purpose of a Regional Advisory Council (RAC) was to develop, implement and monitor a regional trauma system plan. In recent years, SETTRAC has expanded its scope to include regional coordination of stroke and cardiac care. SETTRAC is the administrative agency responsible for the hospital preparedness grant funding in the region and partners with the Regional Hospital Preparedness Council to carry out this important function.

Cover letters and resumés may be submitted to:

CEO Search

Southeast Texas Trauma Regional Advisory Council

1111 North Loop West

Suite 160

Houston, Texas 77008

or via e-mail to: ceosearch@Settrac.org