



## **Job Description**

**Job Title:** Executive Director

**Job Summary:** Responsible for the overall management of Heritage Hospice, Inc. and Palliative Care services, leading and developing staff in the delivery of high quality, compassionate, and cost-effective Hospice services. Responsibilities include fiscal management, risk management, public relations, budgeting, leadership, strategic planning, community outreach/relations, education programs, planning, supervision of staff and volunteers, and regulatory and licensure compliance.

The Executive Director will serve as liaison between board, staff, and community. Responsible for managing Heritage Hospice, Inc. and Palliative Care services consistently with the purpose, goals, objectives, and policies established by the board and all applicable federal and state regulations governing the hospice.

**Date of this Description:** September 2025

**Responsible to:** The Executive Director is appointed by and accountable to the Board of Directors. Primary functions are delegated by the Executive Committee and approved by the Board of Directors. The Executive Director is evaluated annually by the Board of Directors.

**FLSA Status:** Exempt – Learned Professional Exemption.

### **Education and Qualifications:**

1. Master's Degree in a Healthcare, Human Services or Business field, preferred. Bachelor's Degree in a Healthcare, Human Services or Business field with significant experience will be considered.
2. Minimum of five years of administrative experience in a health care organization, hospice or related non-profit organization
3. Demonstrated excellence in community relations, fundraising, budgeting, program development, and fiscal management
4. Knowledge of hospice philosophy with a strong belief in the hospice concept of care
5. Ability to communicate effectively and able to manage several projects at the same time
6. Ability to guide and assist staff members in fulfilling their responsibilities
7. Strong interpersonal and time management skills

8. Ability to meet all pre-employment and regulatory screening requirements, including background checks (criminal, fraud/abuse, sex offender, credit), drug screening, driver's license and insurance verification, and health screenings (including TB test).

**Duties and Responsibilities:**

1. Provides leadership in the governance, development, and management of Heritage Hospice, Inc., and Palliative Care services including day-to-day operations and program expansion.
2. Implements and regularly evaluates policy and procedures for adoption by the Board of Directors.
3. Ensures that all Hospice activities are directed toward meeting the goals and objectives of the Board of Directors, upholding the Hospice philosophy and mission.
4. Manages the office and staff of Heritage Hospice, Inc. and Palliative Care and assures responsibility for the employment and evaluation of personnel.
5. Conducts regular staff meetings to communicate with and educate staff.
6. Approves new hires and evaluates, develops, disciplines, and discharges them whenever necessary.
7. Prepares the annual budget for adoption by the Board of Directors and oversees compliance with the approved budget.
8. Responsible for the overall development, implementation, and evaluation for Heritage Hospice's Quality Assurance Performance Improvement Plan.
9. Works with appropriate committees to implement plans and programs for public relations.
10. Ensures compliance with all local, state, and federal laws and regulations, including CMS hospice regulations, state licensing requirements, and nonprofit governance standards.
11. Presents to the Board of Directors and/or committees monthly reports reflecting the professional service and financial activities of Hospice.
12. Adheres to the Professional Code of Ethics and HIPAA.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. The requirements listed above are representatives of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position description in no way states or implies that these are the only functions to be performed by the employee. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Board of Directors

I have read the above job description and fully understand the requirements set forth.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chairman: \_\_\_\_\_ Date: \_\_\_\_\_