



Your Life. Our Mission.

**New England Life Flight, Inc.
d/b/a Boston MedFlight**

I. Position: Chief Executive Officer (CEO)

II. Primary Purpose:

The CEO maintains overall responsibility for ensuring clinical, fiscal, operational, fundraising, human resources and programmatic strategies are effectively developed and implemented across all segments of the organization consistent with the mission, goals and by-laws of the organization. The CEO reports directly to the Board of Trustees.

III. Essential Duties:

Strategic vision and leadership

- Assure development and implementation of organizational policies and procedures.
- Supervise activities of the COO, CFO, CMO, CHRO and CDO
- Collaborate with the Board to refine and implement the strategic plan
- Provide inspirational leadership and direction to the senior leadership team
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial and operational performance indicators against stated goals
- Represent the organization in contractual affairs; before governmental agencies; professional societies and external organizations

Clinical

- Collaborate with CMO to promulgate the strategy for the provision of critical care transport throughout the region
- Assure the development and implementation of organizational clinical policies & procedures

Operations

- Ensure the delivery of high quality services while managing for current and future growth
- Support and motivate the organization's staff
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs
- Meet with community health care providers, hospitals and EMS agencies

Finance

- Oversee the financial status of the organization including developing long and short range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the operations and staff



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Development

- Ensure that the flow of funds permits Boston MedFlight to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential
- Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations

Human Resources

- Assures a work environment that recruits, retains, develops and supports quality staff
- Specifies accountabilities for management personnel and evaluates performance regularly
- Monitor compliance with relevant laws and regulations.

IV. Qualifications:

- Minimum of a BA, ideally with an MBA or related advanced degree
- A working understanding of the needs and requirements for the safe and successful transport and care of critically ill and injured patients and of the EMS systems
- At least 15 to 20 years of overall professional experience
- Prior nonprofit experience ideal; management of a multisite organization preferred
- Board development, fundraising, marketing/branding and fiscal management experience a must
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems;
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser with a variety of internal and external stakeholders;
- Must be able to read, speak, write and comprehend the English language without restriction

V. Notes:

- An FBI and CORI background check will be performed prior to employment.

VI. How to Apply

Please send cover letter of introduction and résumé to:

HR_Dept@bostonmedflight.org

Or mail to:

Human Resource Manager
Boston MedFlight
Robins Street, Hangar 1727
Hanscom Air Force Base
Bedford, MA 01730

EEO Statement: Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Boston MedFlight. The organization's policies, decisions and actions on all matters related to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment will be made without regard to an individual's race, creed, color, religion, sex, national origin, disability, sexual orientation, ancestry, age or any other protected characteristic as established by law.

rev. 10/1/16