

Washington Health Care Facilities Authority

Executive Director Position Description

General Description

Responsible for day-to-day operations of one of the most active health care conduit issuers in the nation. Reports directly to a board composed of statewide elected officials, an agency director, and a private citizen appointee. Maintains high level of customer service by developing and maintaining direct communication with customers and creating loan programs to meet customer needs. Develops organization strategy in concert with essential partners and board. Actively participates in reviewing and structuring approximately five to ten bond issues per year, both private placements and public offerings, for a variety of non-profit health care providers throughout Washington State. Actively solicits health care providers' needs and requirements in obtaining capital financing. Oversees staff operations, and essential partners (general counsel, bond counsel and financial advisor).

Experience

Active knowledge of issuance of tax exempt bonds for health care organizations:

- Conduit financing
- Health care conduit financing
- Health care capital issues
- Federal and State securities laws
- Federal tax laws
- Washington State laws related to issuance of bonds such as lending of credit, State securities law, and bond authorizing legislation
- Washington State legislative process and political system

Financing experience as a leader to an active health care issuer:

- Ideally, an executive director or assistant of a statewide conduit bond financing agency or equivalent.
- Directly responsible for and actively participated in processing bond issues from the financing application stage through closing, including private placements and public sales.
- Experience working with teams including agency counsel, bond counsel and financial advisors, in agency financings and other agency business.
- Experience working with bond trustees in the undertaking of bond transactions and post-issuance compliance.

Leadership/organizational experience

- Experience with a largely ex officio agency governing board in presenting information for board review, understanding and action.

- Experience in developing strategy, and business plans for a state-level governmental organization.
- Knowledge of Washington State government and laws and rules affecting State agencies.
- Experience in leading staff composed of up to 15 individuals.

National association experience

- Participation in national association of health care issuers including conference attendance. Board positions and other committee chair experience are a plus.

Skills

- Networking skills and contacts with individual and organizations in the health care finance industry, including, health care provider officers, commercial banking, bond counsel, financial advisors, and the investment banking industry.
- Demonstrated ability to work with a governing body of a statewide conduit bond financing agency.
- Ability to supervise staff including essential partners such as financial advisors, legal counsel and bond counsels.
- Ability to think creatively and comprehensively on strategic matters, especially when developing strategic plans and annual business plans.
- Demonstrated understanding of the difference between policy (set by governing body) and its execution (done by staff).
- Demonstrated understanding of budget and finance issues for a statewide conduit financing agency.

Education

- Bachelor's degree
- Specific manager training geared toward senior staff of state agencies
- Specific training on tax-exempt bond industry matters