

**NJ HEALTH CARE FACILITIES
FINANCING AUTHORITY**

JOB DESCRIPTION

EXECUTIVE DIRECTOR

DEFINITION:

Reporting to a governing body of seven Members, including the Commissioners of Health, Human Services and Banking and Insurance as well as four public members appointed by the Governor with the advice and consent of the State Senate, the Executive Director is the Chief Executive Officer of the Authority and is responsible for overseeing its daily operations, including structuring and developing all bond issues, both public and private, as well as other financings; developing and implementing policies and procedures specific to the issuance and sale of revenue bonds to ensure that client health care organizations are provided with the most cost effective means of obtaining funds for capital projects; developing and implementing procedures and policies geared to ensure that the Authority's programs, services, goals and objectives are maintained; coordinating, directing, and approving the activities of all professional staff employed within the agency's operating divisions; providing technical expertise on all matters related to the Authority and its operations; serving as primary Authority representative to members of the public and private sectors on all Authority matters; offering recommendations to Members of the Authority to maintain and enhance its purpose, objectives, goals and mission.

EXAMPLES OF WORK:

- Plan and direct the activities of the operating Divisions; staff each Division with a qualified professional to serve as Director, and other qualified individuals to assume responsibility for the various functions assigned each Division;
- Identify critical issues for Authority information and action and implement Authority directives;
- Oversee and direct the development and implementation of projects and/or programs established to serve the capital needs of the health care industry in the State;
- Develop, structure and direct all issuance of revenue bonds, both public and private, as well as determine the eligibility of facilities to receive funds for capital projects through the Authority's Hospital Capital Asset Program and Federally Qualified Health Center loans;
- Provide technical assistance and expertise on matters related to the Authority's operations and activities;
- Develop and implement new financing strategies and techniques to ensure that client organizations realize the most cost-effective method of financing their capital projects;
- Enhance internal operations through development, implementation, review and amendment of procedures and/or policies to ensure efficiency and expansion of services, programs, and activities;
- Serve as primary Authority representative and spokesperson in responding to concerns and/or inquiries from members of the private and public sectors;

- Maintain professional relationships with and respond to all major State agencies including the Office of the Governor, the Departments of Health, Human Services, Banking and Insurance, Treasury and Law and Public Safety, as well as other New Jersey and nationwide health care issuers;
- Serve as a resource for the State Department of Health with respect to health care financial management;
- Monitor local, State, and Federal laws and proposed legislation to determine implications on Authority programs and operations;
- Supervise, assist and provide guidance to Division Directors and/or staff in addressing the concerns of client organizations; participate in initial conferences and/or meetings where the needs of a particular health care organization are discussed;
- Maintain direct responsibility for reviewing and executing all contracts pertinent to the operations and/or financings of the Authority; i.e., the qualification and/or appointment of professional firms including bond counsel firms, investment banking firms, etc., and the engagement of other professionals and/or consultants whose primary purpose is to assist the Authority and its client organizations.

KNOWLEDGE AND SKILLS:

- Thorough knowledge of the goals, objectives, and mission of the Authority;
- Thorough knowledge and experience in public finance and in structuring, developing and marketing revenue bonds and other financing vehicles;
- Knowledge and understanding of the health care delivery and hospital reimbursement systems in the State of New Jersey;
- Knowledge of the rules, regulations, policies, and procedures of the New Jersey State Departments of Health and Treasury, and other State agencies directly involved with the development and implementation of Authority programs;
- Ability to plan, organize, direct, and manage the activities and staff of a major organization;
- Ability to develop, analyze, and implement policies and/or procedures to ensure that Authority policies and programs are maintained;
- Ability to develop and implement new and innovative financing techniques;
- Ability to communicate clearly and concisely with Members of the Authority, its staff, and members of the public and private sectors.

EDUCATION/EXPERIENCE:

- Graduation from an accredited college or university with a Bachelors degree and either a Juris Doctorate or a Master's Degree in Business Administration, Finance, Accounting, Public Administration or a related discipline. Significant previous experience in the capital markets may be substituted for advanced educational degree;

- At least five years' professional experience in the structuring and developing major revenue bond issues, both public and private and/or experience in finance or investment banking;
- Experience in or with not-for-profit health care financing or management a plus.