About The Healthcare Career Advancement Program

The Healthcare Career Advancement Program (H-CAP) is a national labor-management organization that works with affiliates of the Service Employees International Union (SEIU), employer partners and workers to design healthcare workforce development programs and policies that advance job quality and equity. Our mission is to transform healthcare workforce development and to support caregivers to better meet the need for quality care in a rapidly changing industry. We are committed to fostering value and equity in healthcare careers, and to helping employers recruit, retain and support healthcare workers, to meet their needs and the needs of our communities.

H-CAP works with employers, unions, and workers to deploy high-quality training to support the healthcare industry at a time of unprecedented system transformation. These training programs seek to lift workers, address workforce shortages for employers and ensure that healthcare continues to fulfill its promise as a primary engine of the economy, both nationally and locally.

H-CAP’s industry partnerships span 15 states plus Washington, DC, including more than 1,000 employers and 550,000 workers across every setting of healthcare – from home care to skilled nursing facilities, to clinics and hospitals – training tens of thousands of healthcare workers a year. H-CAP supports our network of SEIU labor-management training partnerships to deliver innovative and worker-centered educational programs that enable workers to build their skills and knowledge and access opportunities for career advancement.
HCAP Priorities:

- Highlight the value and benefits of a labor-management approach to address current and future workforce development needs in the healthcare industry and build a national network of labor-management training organizations in healthcare.
- Support partners in current and new states in creating innovative and worker-centered training and educational programs and provide technical assistance for training program delivery in multiple modalities.
- Disseminate best practices that support recruitment and retention, education and skills enhancement and career mobility for healthcare workers.
- Expand Registered Apprenticeships in healthcare.
- Support policy development to advance job quality and equity and address occupational segregation.
- H-CAP’s research agenda enhances our work of building a national collaborative of employers, unions, labor-management training partnerships, and policymakers for innovation and quality in career education, and to support and promote increased job quality, equity and mobility for the healthcare workforce.

Policy and Research Work:

- Supports the Center for Advancing Racial Equity and Job Quality in Long-Term Care (Center for Equity), founded by H-CAP in 2020 to unite diverse stakeholders in confronting the links between systemic racial and gender inequities and poor job quality in long-term care.
- Assists stakeholders build an equitable caregiving infrastructure.
- Increases education and implementation of Registered Apprenticeships in Healthcare across sectors.
- Provides resources and points of collaboration to share best practices.
- Reviews emerging trends and developments in workforce development, education, the job market, and other areas that support labor-management partnerships in the healthcare sector.
- Work with our partners to address timely issues, including professional development and evaluation and research of healthcare career education programs.
About the Position

The Executive Director is responsible for promoting the strategic goals and vision of H-CAP. The Executive Director provides leadership in all matters and works to foster development of new and innovative strategies that promote growth and success.

Core Responsibilities:

- Manages and directs the work of a team of 13 staff members.
- Leads on strategic planning and coordination of H-CAP’s programs, projects, services, and policies.
- Coordinates the process of planning, implementing, and evaluating H-CAP programs and services.
- Confers with organizational leaders to identify high-priority initiatives, advances key strategic policy goals, drives cross-fund stakeholder engagement, and models team-based leadership in achieving H-CAP priorities.
- Creates and implements a long-term external funding strategy.
- Leads H-CAP’s work on Registered Apprenticeship, including seeking grants and contracts that support H-CAP’s work to expand Registered Apprenticeship in healthcare.
- Establishes and cultivates working relationships with key union and management representatives, healthcare partners, government entities, external stakeholders, and potential funders.
- Develops and provides various reports for the Board, Executive Committee and external public/private organizations to which H-CAP is seeking or receiving funds.
- Stays current in major healthcare industry, union, and labor issues nationally.
- Maintains consistent and regular communications with Executive Committee on progress and problem-solving interventions.
The Ideal Candidate

The new Executive Director must have demonstrated leadership skills and set a standard by engaging people at all levels. For this important role the Board seeks a dynamic, highly credible, unifying leader who is deeply committed to the success of the H-CAP; is a strategic big-picture thinker; and is capable of delivering the level of services that members value.

The next Executive Director must be eager to make a personal investment in the long-term success of the organization and be a strong advocate for the well-being of low-wage workers. Proven leadership experience and political and business acumen are essential. Candidates should bring strengths in both external relations and internal management with an ability to balance the two.

LEADERSHIP:

- **Lead courageously:** Continuously build and defend the strength, reputation, and image of H-CAP. Engage, motivate, and inspire staff around shared vision and mission.
- **Demonstrate principled leadership,** personal courage, and decisiveness.
- **Build talent pools:** Hire, mentor, develop, and manage staff. Continue to build and reinforce a cohesive, dedicated, highly effective team. Support efforts to hire a diverse workforce. Continuously work to retain highly valued staff.
- **Foster collaboration:** Provide the tools, systems, and resources that create a supportive environment for working as a team. Strive for results. Set high standards of performance. Be bold.

COMMUNICATION:

- **Inspire trust:** Communicate honestly, be trustworthy and consistent, follow through on commitments, and create an atmosphere of integrity, marked by fair, respectful behavior.
- **Speak and write effectively:** Explain direction and ideas with conviction in all settings; formal presentations, one-on-one and small and large meetings.
- **Listen:** Actively listen to association members, Board, staff and stakeholders.
- **Promote open communication:** Maintain an environment where communication is open and direct, encouraged, rewarded, and relevant.
- **Marshal support:** Coordinate and cooperate with members and groups having divergent viewpoints and needs. Help them find common ground.

CONSTITUENT RELATIONS AND COLLABORATION:

- **Drive effective external communications:** Develop and nurture mission-critical relationships with members, community partners; business and civic leaders; political leaders and the media.
- **Build consensus:** Collaborate, facilitate, and develop relationships.
DIVERSITY, EQUITY, AND INCLUSION:

- **Demonstrated commitment** to improving the wellbeing of low-wage workers
- **Demonstrate commitment to DEI:** Support policy changes that eliminate systemic racism, inequity, and other disparities to build stronger and more equitable communities.
- **Cultivate diversity:** Highly experienced in working with people who have diverse viewpoints and backgrounds. Examine biases and barriers and champion an inclusive environment.
- **Cultural competency:** Focus on racial equity in ways that enable effective working relationships in diverse communities and cross-cultural situations. Use an equity lens to analyze the impact of policies on underserved and marginalized individuals and groups to identify and eliminate barriers.

STRATEGIC PLANNING:

- **Provide visionary insight:** Be able to translate big picture vision and goals into both long and short-range plans that are comprehensive, realistic, and effective. Identify key opportunities resulting from the intersection of external events (political, social, economic, demographic, environmental) to develop and strengthen H-CAP’s effectiveness.
- **Manage change:** Oversee the change management process, including successful communication strategies, involving others in the implementation of change and monitoring and reinforcing process and success. Create a work environment that encourages original and innovative solutions.
- **Fearless commitment to vision:** Create and communicate a vision that is aligned with the strategy and direction of H-CAP. Clarify other’s involvement in the vision, inspiring a sense of energy and ownership, creating a culture of high performance, diversity, and recognizing the efforts of others.

Desirable Qualifications

A Bachelor’s degree with at least seven years of experience managing a large, dynamic, financially complex business, association, government, or nonprofit entity. Experience with the healthcare industry and workforce; leadership in non-profit, labor or trade associations; and experience working with diverse partners and unions is preferred. An advanced degree is a plus.

Compensation and Benefits

The salary range for this position is $160K - $180K. Benefits are very competitive and include: four weeks paid leave; combined 15 days sick and personal leave days annually; fully paid family health, dental, prescription and vision; employer paid defined benefit pension plan and 401(k) option; 14 paid holidays and disability insurance.

H-CAP is headquartered in New York, NY. This is a remote position and requires travel.
If you are interested in this position, submit a cover letter and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled. In order to be considered for the first round of interviews, please submit your application materials at [www.karrasconsulting.net](http://www.karrasconsulting.net) as soon as possible but no later March 20, 2023.

H-CAP embraces everyone as we create a workplace that reflects the community we serve. Our goal is that employees are empowered to bring their whole, authentic selves to work regardless of their race, color, gender identity, religion, national origin, ancestry, citizenship, physical abilities, age, sexual orientation, veteran or marital status. We welcome those from underrepresented groups in helping make our goal a reality. We do not discriminate or tolerate discrimination. We believe that creating an environment where everyone, from all backgrounds, can do their best work is not only the right thing to do, but also strengthens us as an organization and enables us to best serve caregivers, their clients and the community.