



Position Description

Position Title: VP Operations

Incumbent: New Position (2025) Formerly, COO

Reports to: CEO, Tim Rave

Date: April 2025

Position Overview:

The VP of Operations is a member of the senior leadership team at SDAHO and reports directly to the Chief Executive Officer. The position is highly visible with the Board of Trustees, membership and staff and plays a pivotal role in ensuring the efficient and effective operations of SDAHO's three entities (SDAHO, SDAHO HRET & SDAHO Enterprises). This position oversees SDAHO's non-profit division, for-profit division, finance department, healthcare reimbursement policy and human resource functions. This position is located at the main SDAHO office in Sioux Falls, SD.

Time Allocation:	Specific Duties and Responsibilities:
50%	Operational Management <ul style="list-style-type: none">• Oversee the association's day-to-day operational functions to ensure smooth and efficient service delivery• Provide oversight to the director of finance• Monitor and assess operational performance and recommend improvements for increased efficiency• Directly supervise senior leaders/directors, ensuring appropriate delegation of responsibilities• Work collaboratively with the CEO, VP of Education/Communication and VP of Post-Acute Care on association activities• Manage financial oversight and completion of the 990s for the 501c3, 501c6 and for-profit divisions• Coordinate with the association's attorney on legal matters, regulatory compliance and staff education

15%	<ul style="list-style-type: none"> • Handle all HR and benefits duties and activities • Lead the alignment of operational goals with overall organizational strategy. • Manage the annual intern program for SDAHO <p>Oversight of SDAHO Health, Research, Education & Trust (HRET) Division</p> <ul style="list-style-type: none"> • Provide support to the director of rural health initiatives for the development, organization and coordination of rural health programs and initiatives, including patient safety and quality, for SDAHO. • Oversee the grants management activity to ensure compliance with all requirements, reporting and policies • Assist with grant writing, budget review, council & board support, member communication and partner outreach
15%	<p>Oversight of SDAHO Enterprises Division</p> <ul style="list-style-type: none"> • Provide support to the director of SDAHO Enterprises to drive value for our members by focusing on partnerships and business development of products and services to bring in non-dues revenue for the association • Support SDAHO Enterprise events and work closely with the CEO, SDAHO VP of Education and Communication, and VP Post-Acute Care to fund programs and add value to the SDAHO members • Assist with recruitment of vendors, sponsors and associate members
10%	<p>Oversight of Fiscal Policy and Reimbursement Issues</p> <ul style="list-style-type: none"> • Provide support to the Director of Advocacy and Reimbursement on issues related to healthcare reimbursement and finance. • Monitor Medicare and Medicaid policy developments toward value-based payment changes, including initiatives surrounding Accountable Care Organizations (ACOs), managed care and implications for South Dakota health care providers. • Evaluate implications of health benefits exchange on South Dakota's commercial health insurance marketplace and on South Dakota hospitals (as both providers and employers).
10%	<p>Association Travel in state and out of state as needed to support key functions of the association.</p>

FLSA Status: Exempt

Supervisory Responsibilities: Director of Rural Health Initiatives, Director of SDAHO Enterprises, Director of Finance, Director of Advocacy & Reimbursement

Equipment/Tools Used: Computers, Scanners, Printers, Video Conference, etc.

Technology Used: Microsoft Word/Excel/Outlook, Smartsheet, Zoom, Teams, Novi

Minimum Qualifications (Knowledge/Experience/Skills/Licensure/Certification):

To perform this job successfully, an individual must be able to perform each essential function of this job. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Training and Experience:** The VP of Operations position requires education and experience in healthcare and/or non-profit administrative areas, finance and operations. A Bachelor's degree in administration, finance or related field is required, with five to ten years of experience in the healthcare or non-profit association industry. The VP of Operations must possess a comprehensive knowledge of federal and state health-related policies, regulations and laws and must be experienced in management and relationship management skills.
- **Essential Skills and Abilities: To perform the job successfully, an individual should demonstrate the following competencies:**
 - Master's Degree in business or finance is preferred.
 - Human Resources & benefits management experience preferred.
 - Must possess a good understanding and knowledge of leadership and relationship skills.
 - High level of financial literacy, 990 preparation and fiscal management.
 - In-depth knowledge of nonprofit regulations and best practices.
 - Experience in state and federal grants management preferred.

Working Conditions/Physical Activities: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions.

- Work in a professional office atmosphere.
- Requires a normal range of hearing and eyesight to record, prepare and communicate reports, make presentations, view computer screen.
- This position requires the ability to travel up to 10% of time.
- Daily contact with all staff to coordinate and manage operational and administrative matters with the President/CEO for guidance on management of processes and programs.
- The health care system is rapidly changing and creates the need to plan for and manage in a stressful environment.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **SDAHO** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Printed Name

Employee Signature

Date