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RURAL HEALTH ASSOCIATION OF TENNESSEE

Executive Search Package



**RURAL
HEALTH**
ASSOCIATION OF TENNESSEE

ABOUT RURAL HEALTH IN TENNESSEE



Rural Health Association of Tennessee (RHA) is a 501c3 non-profit founded in 1994 for the purpose of leading the way for a healthy Tennessee through partnerships, advocacy, education and resources.

Our vision is for every rural community to have the resources and support needed to achieve health and prosperity.

Funding

RHA maintains a Platinum Seal of Transparency on Candid.org, where details may be found about our organization's funding, programs, board, and staff.

Currently RHA manages multiple contracts through state, federal, and private organizations.



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Rural Health Association Membership

Our more than 800 members represent rural hospitals, clinics, school health professionals, mental and behavioral health professionals, and others who care about rural health in all 95 of Tennessee's counties.

*Each year RHA convenes
350+ Rural Health Leaders
on National Rural Health Day*

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Chief Program Officer

About Rural Health Association of Tennessee:

The Rural Health Association of Tennessee (RHA) is a 501(c)3 non-profit with the mission to lead the way for a healthy Tennessee through partnerships, advocacy, education, and resources. We are a member-led, staff-driven organization committed to delivering resources and support needed for rural communities to achieve health and prosperity.

Position Description:

The Chief Program Officer (CPO) is an executive leader responsible for overseeing the design, development, implementation, and sustainability of the organization's programs and strategic initiatives to improve the health of rural communities. This role plays a critical part in building and strengthening program capacity to support RHA's continued growth and impact. Reporting to the CEO, the CPO supervises 4-6 program directors and/or managers and may also engage with the Board of Directors and external stakeholders as requested.

Key Responsibilities:

Leadership

- Provide leadership and direction for RHA's program portfolio, ensuring alignment with mission, strategic plan, and community needs under the direction of the CEO.
- Partner with the CEO and senior leadership to operationalize strategic priorities and lead in areas of program implementation and sustainability.
- Contribute to strategic planning processes and support execution of strategic initiatives related to program growth and impact.
- Foster a collaborative, high-performing team culture that emphasizes accountability, innovation, and continuous improvement.
- Identify and pursue opportunities to strengthen and build program capacity, organizational growth, and program sustainability.

Finances

- Collaborate with the CEO and senior leadership, to develop and manage program budgets in alignment with organizational and funding priorities.
- Monitor program expenditures and performance to ensure responsible stewardship of resources and compliance with funding requirements.
- Lead grant proposal development, reporting, and sustainability efforts.
- Identify funding opportunities and strategies to sustain and grow program initiatives.

Management

- Oversee day-to-day program operations and implementation across multiple initiatives and service areas (currently 4 contracts).
- Supervise and support Program Directors and/or Managers through regular check-ins, performance management, and professional development.
- Establish and monitor program goals, performance metrics, and outcomes to ensure effectiveness and impact.

- Develop and improve internal systems, processes, and workflows to enhance program delivery, coordination, and scalability.
- Prepare monthly, quarterly, and annual reports for all programs.
- Ensure consistency, quality, and accountability across all program areas.

Communications

- Maintain regular communication with the CEO on program performance, staffing needs, and emerging opportunities or challenges.
- Build and maintain relationships with program partners, stakeholders, and funders in collaboration with the CEO.
- Represent the organization in meetings, partner convenings, and community engagements as appropriate.
- Support the development of reports, presentations, and communications that highlight program outcomes and impact.
- Promote cross-team communication and alignment to ensure effective coordination across the organization.

Travel Requirements – Up to 30% Time

- Travel is required for RHA's Annual Conference, Regional Events, other events as necessary by funders (in-state and out-of-state).
- Quarterly in-state travel to visit members, partners, and/or program staff.

Qualifications:

- Bachelor's degree required; ***Master's degree preferred*** (e.g., Public Health, Public Administration, Business, Healthcare Administration, or related field).
- 8-12 years of progressive experience in program management, nonprofit leadership, public health, or a related field.
- Demonstrated experience ***managing multiple programs or initiatives simultaneously***, including responsibility for outcomes, timelines, and resources.
- Proven experience supervising and developing staff, including mid-level managers or program leads.
- Strong ability to translate strategy into execution, with ***experience implementing programs*** that achieve measurable impact.
- Experience working in a ***collaborative leadership*** environment, supporting organizational goals and cross-functional initiatives.
- Demonstrated experience developing grant proposals, budgets, and work plans.
- Excellent communication and interpersonal skills, with the ability to engage effectively with staff, partners, and stakeholders.
- Strong organizational and project management skills, with the ability to prioritize, problem-solve, and manage multiple priorities.
- Proficiency with standard workplace technology (Microsoft Office/Teams, project management tools, and data tracking systems).

Preferred Skills:

- Experience in a nonprofit, healthcare, public health, or community-based organization, particularly in rural or underserved settings.
- Familiarity with grant-funded programs, including reporting, compliance, and coordination with funders.
- Experience supporting or contributing to strategic planning and organizational growth initiatives.
- Demonstrated ability to build or improve systems and processes that enhance program delivery and efficiency.
- Experience managing remote or distributed teams.
- Knowledge of state and/or national rural health issues (or similar aligned sectors).

Additional Information:

- Salary: \$100,000 - \$115,000k annually, depending on qualifications.
- Slight preference for West Tennessee (location of several RHA community based programs) or Middle Tennessee, but location is negotiable.
- The position is salaried, exempt position. The standard work week is 37.5-hours Monday – Friday, with occasional weekends and overnight travel required.
- Generous paid time off policies
- 100% employee health insurance option, Teladoc subscription; 50% family.
- 401k contribution match (3%).
- Home office stipend.
- Candidates must provide proof of education and a writing sample before the 1st interview.

This is an opportunity for a collaborative and strategic program leader to help build and scale programs within a growing organization. Opportunity for role growth and expanded leadership responsibilities as the organization continues to grow.

Application Instructions:

- Qualified candidates submit a resume and cover letter detailing interest via RHA's job board: <https://rhat.mcjobboard.net/jobs>
- The interviewing process includes a pre-screening and 3 interviews.
- This position is subject to a minimum of a 180-day introductory period, at which time the employee performance will be reviewed. Option to extend the introductory period if the employee and/or the employer do not feel they've had sufficient time to determine if the employee and job are appropriately matched.
- Job offers are contingent on positive professional references (3), proof of employment eligibility, and a successful background check.

RHA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, protected veteran status, disability status, or any other characteristic protected by law.

Responsibilities and benefits are subject to change based on funding and/or funder requirements.