

INTEGRATED WELLNESS PARTNERS JOB DESCRIPTION

Executive Director, Administration

MAIN FUNCTION:

The Executive Director (ED) is a high-profile leadership position and that fulfills a dual role in the overall success of the project.

The ED shall be directly responsible for the integration of and the collaboration with of all the project partners that are located within the Center and in the marketplace. Managing the professional relationships with these partners is critical to achieving a high-level of performance for all of the organizations. In addition to the project partners located inside the Center, the ED also is the face of the Center and will be asked to be intimately involved with business development opportunities as well as building strategic partnerships in the residential and business communities.

The ED is also tasked with the overall success and operational effectiveness of the Medical Fitness Center. The ED will oversee and lead the operations team of the center related to all business matters including strategic planning, budgetary and financial management, quality assurance, staff management and development, clinical integration, and programming development. In addition, it is paramount this position exhibits excellent leadership, effective communication, and exemplary customer service related skills.

DEPARTMENT: Administration

REPORTS TO: IWP Director of Operations

SUPERVISION: All Site Staff

MUST HAVE REQUIREMENTS:

Master's Degree in pertinent field of study or other advanced level degree.

Bachelor's Degree in exercise science or related field (exercise physiology, sports medicine, athletic training or exercise science).

Minimum of six years of strong, progressive management experience in a fitness facility, preferably a Medical Fitness and Wellness Center, or in the hospitality/retail sector.

Highly advanced communication and other interpersonal skills,.

Effective public speaking and media experience.

Minimum of four years managing sound accounting practices including P&L statements and budgets as well as experience with standard business procedures.

PREFERRED SKILLS AND ATTRIBUTES:

Excellent decision-making, problem solving, strategic planning, and data analysis skills

Excellent time management and organizational skills

Excellent interpersonal skills including customer service, conflict management and relationship building skills

Excellent leadership qualities with a history of success in building and managing a team in a performance-driven environment