

Job Title: CEO
Department: Administration
Supervised by: Board of Directors

Job Summary:

The CEO is responsible for the overall operation of TCMC. The CEO leads a rural critical access medical center along with living center by overseeing its entire operation, financial health, and strategic direction, focusing on providing quality healthcare to underserved communities and addressing challenges like limited resources and staff shortages.

Requirements:

- Bachelor's degree in business or healthcare related field. A master's degree in healthcare administration (MHA) or business administration (MBA) is preferred.
- Minimum of 5 years of professional experience in healthcare administration, finance, operations, or leadership role is crucial.
- Must have a valid ND Nursing Home Administrator license that's in good standing or willing to obtain within 2 years.

Responsibilities:

- **Overall Operations:** Manage day-to-day hospital/living center functions and ensure high-quality patient and resident care.
- **Financial Health:** Oversee financial operations to ensure the facility's stability and sustainability.
- **Strategic Direction:** Collaborate with the Board of Directors to develop and implement strategies to improve healthcare access and enhance community health.
- **Regulatory Compliance:** Ensure the facility meets federal, state, and other regulatory standards.
- **Community Engagement:** Build strong relationships with the local community and stakeholders to support the hospital mission.
- **Staff Management:** Focus on recruiting and retaining qualified healthcare professionals to serve the rural community.

Essential Skills:

- **Leadership:** Ability to lead and inspire staff and community members.
- **Strategic Planning:** Skills to develop long-term plans for the medical center's growth and success.
- **Financial Management:** Expertise in managing budgets and resources effectively.
- **Communication:** Strong skills to communicate with staff, boards, government agencies, and the community.
- **Advocacy:** Actively work to secure funding and support for rural healthcare needs at state and federal levels.

Application Procedures

- Applicants will be accepted until 5:00pm October 31, 2025
- Receipt of cover letter, resume, three letters of recommendation, and copies of professional licenses will constitute the completed application. (Three professional references and contact information can be substituted for letters.)

Please submit all application requirements to Kristin.simon@tcmedcenter.org. If questions or concerns, contact the Human Resource Director at 701-968-2555.



“Towner County Medical Center is an Equal Opportunity Employer”