

Full-Time (flexible hours) | Salt Lake City, Utah | Hybrid Work Position

---

### **About the Collaborative**

The One Utah Health Collaborative is a private 501(c)(3) non-profit organization launched by Governor Spencer Cox in 2022. We are a community centric initiative designed to transform Utah's healthcare system over a 15-year roadmap. Our vision is simple: Utah will have affordable and trusted healthcare that improves the quality of life for all. By aligning public and private funding and supporting innovation, we solve systemic problems through collaboration rather than regulation.

### **Job Summary**

Health Services Business Administrator manages the operational, financial, and strategic aspects of all services provided—such as organization policies and procedures, employee development and support, delivery of services to Collaborative stakeholders, legislative leadership and consumers. In collaboration with other team members, this role helps measure, identify and facilitate opportunities for health care delivery to be efficient and of high value to policy officials, buyers and the general citizens of Utah. The position will handle budgeting, financial reporting, regulatory compliance, staff coordination, and internal policy development while working to improve organizational performance.

### **Core Responsibilities**

- **Financial Management:** Develop processes and services related to financial tracking and reporting. Responsible to oversee and execute tools, controls, internal and external reporting and to monitor budgets, manage billing, and analyze revenue targets.
- **Operational Efficiency:** Optimize workflows and implement procedures to support staff leadership to improve performance measurement and management, delivering high value to healthcare partners, improving overall healthcare affordability and effectiveness.
- **Compliance & Risk Management:** Establish prudent business practices to ensure compliance with local, state, and federal laws, including filings, OSHA, HIPAA and CMS requirements.
- **Human Resources:** Leads the retention and recruitment strategy for a high-performing work team. Oversee the development of workforce tools and procedures for team support and success. Oversee the recruiting, hiring, training of all staff. Supervise direct reports, including establishing work goals and mentoring the completion of assigned strategic and work objectives.
- **Strategic Planning:** Assist with the development of initiatives and long-term goals and tactics based on overall strategic plans. Stay up-to-date with changing health regulations and support team leads in program development and execution. Assists with overall strategic alignment of the various work initiatives for overall success of the programs.
- **Stakeholder and Vendor Relations:** Assist with relationship management, interacting with Stakeholders to help set and communicate expectations and deliver services in accordance with



those expectations. Manage relationships and contracts with vendor partners for services, resources and tools needed to accomplish assigned objectives. Creates models of engagement and best practices to maintain compliance with various agreements and parity in relationships.

- **Fundraising:** Collaborate with the Executive Director and Operations Coordinator on the cultivation, tracking and stewardship of Collaborative and Initiative funding sources to diversify funding base.

### **Required Qualifications & Skills**

- **Education:** A Bachelor's degree, Master's degree preferred (MBA, MHA) in Healthcare Administration, Health Services, or Business Administration.
- **Experience:** 5+ years of business management experience, preferably in a healthcare environment.
- **Skills:** Team-oriented with strong leadership, communication, analytical, and organizational skills.

### **Work Aids and Equipment Used**

- Computer, printer, copier, scanner, phone, web conferencing.

### **Working Conditions**

- Work is primarily sedentary in nature and performed in an office environment.
- Occasional travel to client sites and the Collaborative office may be required.
- Involves frequent contact with staff and clients.
- Work may be stressful at times.

### **Physical Demands**

- Work requires hand dexterity for office machine operation; stooping, climbing, and bending to files and supplies; mobility to complete errands; stand/sit for up to eight hours each day.
- Ability to communicate clearly when using the telephone; requires sitting, standing, walking, reaching, bending, lifting, and twisting at times.

### **Schedule**

- Full time Monday through Friday (flexible hours)
- Occasional weekend work or travel to client sites may be required.
- One day minimum per week in office.

### **Ability to Commute/Relocate**





- Salt Lake City, UT 84111: Reliably commute or planning to relocate before starting work (Required).
- Hybrid remote in Salt Lake City, UT 84111.

**License/Certification**

- Driver's License (Required).

**Compensation:**

- **Salary:** Full time, exempt position with compensation commensurate with level of experience.

**Benefits:** Health, dental, disability. Leave and retirement plan. Flexible work hours, hybrid work position requiring at least one day a week in office.

**Notes:** We are unable to offer visa sponsorship.

**How to Apply**

- Please send a resume and cover letter to [info@uthealthcollaborative.org](mailto:info@uthealthcollaborative.org).

