Massachusetts General Hospital
Department of Medicine

EXECUTIVE DIRECTOR

Massachusetts General Hospital is seeking a collaborative administrative leader to assume the position of Executive Director, Department of Medicine.

Raising standards of care from routine screenings and treatments to rare diagnosis and disorders; transforming medicine by developing new therapies to prevent and treat disease; and cultivating the next generation of physicians and biomedical scientists.

The Department of Medicine (DOM) at Massachusetts General Hospital is committed to providing excellence in multidisciplinary, comprehensive, and innovative patient care through its 11 divisions encompassing virtually all medical specialties including:

- Cardiology
- Diabetes
- Endocrinology
- Gastroenterology
- Geriatrics
- Infectious Disease
- Laboratory of Molecular Medicine
- Lipid Metabolism
- Nephrology (Renal)
- Neuroendocrine
- Palliative Care
- Pulmonary & Critical Care
- Reproductive Endocrine
- Rheumatology, Allergy & Immunology

Its primary mission is to care for today’s patient with state-of-the-art practice, educate the medical leaders of tomorrow and unravel medicine’s mysteries through clinical and basic research.

The MGH seeks a dynamic, experienced, strategic-thinking Executive Director to lead the dedicated and talented team of administrators, clinicians, nurses, researchers and support staff who make MGH a national leader in delivering the best patient care.

The Executive Director is the senior administrator in the Department of Medicine. The individual’s general responsibilities encompass managing the business and administrative affairs of the department; providing expertise in the areas of finance (financial reporting and analysis, budgeting, expense control and revenue enhancement), strategic planning, program development, clinic administration, human resources, space maintenance, information systems and contract/affiliation negotiations and management.

In collaboration with the Chief, Senior Vice President and other senior management within the department, the Executive Director assists with the development and implementation of departmental strategic initiatives. The Executive Director will also support the Chair, Vice Chair, Division Chiefs and faculty in the development and implementation of strategy and policies; will plan, lead, organize and direct the business affairs of the Department; and represents the Chairman and Department in interfaces with the MGH, MGPO, Partners HealthCare System, Harvard Medical School, other departments, affiliate hospitals and other external constituents. Provides direct supervision and/or supervision in collaboration with Division Chiefs for the 22 FTEs which comprise the senior administrative infrastructure of the DOM.
The Executive Director will direct a highly successful department with multiple divisions and centers, overseeing an extremely talented leadership team while balancing competing interests and strategically planning for opportunities at the department, hospital and system-wide levels. Responsibilities include management of departmental operations, programmatic/strategic and project development, long-range planning, new business initiatives, personnel, finances, research, education and training, professional billing, compliance, legal and regulatory issues, quality and safety issues, facilities and information systems, marketing, network development and development/fund-raising.

The Executive Director will be expected to establish leadership in the following key areas:

- Collaborates with Chief, Vice President, and key physician leaders on long-term strategy and integration of the departmental vision into the broader framework of a major academic medical center.
- Plans and directs finances of over $900M across all divisions including oversight of hospital ($475+M) and professional ($135+M) operating budgets, capital budgets, research grants ($200M), endowments ($128M), physician compensation plans, and business planning efforts.
- Effectively oversees operations of one of the largest academic Departments of Medicine in the United States including coordination and integration with academic and research missions.
- Oversees 1000+ FTEs in financial, clinical and administrative roles; shared responsibility for additional 2000+ physician, trainee, and research FTEs.
- Actively participates in capacity management efforts within the DOM and MGH. The DOM currently has 23,000 annual admissions and ATO’s, ALOS of 6 days, 98% occupancy rate and 982,000 outpatient visits.
- Directs departmental business and clinical IT resources including effective system implementation, integration, and ongoing support.
- Oversees division space allocations – currently 670,000 sq ft.
- Serves as a critical interface for interdepartmental issues.
- Participates and/or leads institution-wide planning and strategic initiatives.

The qualified candidate would have an MBA, MPH or other comparable Master’s degree, with 10-15 years related experience, preferably in an academic medical center or related industry. He/she should also have the ability to gain credibility and trust with multiple layers of a complex organization; successful track record of front line management; excellent interpersonal and listening skills; open, honest, objective manner; ability to interact effectively with front line staff, physicians, senior management, department heads and managers; and ability to bring diverse groups to work together as a team.

For more information on the Massachusetts General Hospital and the Department of Medicine please visit www.massgeneral.org.

To apply directly to the position please go to www.mghcareers.org and search for req # 2226145.