

Senior Vice President of Finance and Chief Financial Officer

Good Shepherd Rehabilitation Network
Allentown, Pennsylvania

A Position Profile



Overview

Good Shepherd Rehabilitation Network	3
Opportunity Assessment	3
Mission	3
Vision	3
Core Values	4
Services	4
Accreditations	5
Executive Leadership	6

Position Description

Position Description	7
Reporting Relationship	7
Principal Accountabilities	7
Experience and Qualifications	9
Core Competencies	10
Personal and Professional Skills and Attributes	10

Community Information

Community Information	12
Allentown, Pennsylvania	12

About Us

Furst Group	17
-------------	----

Good Shepherd Rehabilitation Network

Good Shepherd Rehabilitation Network (GSRN), based in Allentown, Pennsylvania, is a nationally recognized rehabilitation leader offering a continuum of care for people with injuries, complex medical needs, and physical and/or cognitive disabilities. Together, Good Shepherd Rehabilitation Network and Good Shepherd Penn Partners comprise more than 60 locations throughout Pennsylvania and New Jersey.

Opportunity Assessment

GSRN operates in a unique position as a critical community anchor providing the highest quality accessible rehabilitation healthcare services possible. GSRN seeks a progressive senior financial executive as Senior Vice President of Finance and Chief Financial Officer (SVP & CFO) who can operate as a leader and member of the senior management team, the finance function, and in the community.



As a highly visible leader, the SVP & CFO will manage a broad portfolio of responsibilities that support the sustainable achievement of GSRN to advance the health and well-being of the communities it serves. This requires a set of leadership skills and business acumen that will allow the SVP & CFO to operate effectively with the most senior-level managers and board members at GSRN to set an integrated strategic agenda while also possessing a hands-on results orientation to effectively translate strategic objectives into measurable results.

As a functional leader, the SVP & CFO will manage the development of strategic financial plans, program-specific business plans, and annual operating and capital budgets, and will be accountable for ensuring the integrity of all financial statements in collaboration with the President and CEO and the Board. As a member of the CEO's direct report team, the SVP & CFO will have significant input in developing and implementing the strategic plan and initiatives to achieve organizational business goals.

Mission

Motivated by the divine Good Shepherd and the physical and cognitive rehabilitation needs of our communities, our mission is to enhance lives, maximize function, inspire hope, and promote dignity and well-being with expertise and compassion.

Vision

We will be recognized for empowering and motivating those we serve to achieve the best outcomes and maximize recovery. We will accomplish this through outstanding physician leadership, highly trained and compassionate staff and lifelong relationships with those we serve.

Core Values

Compassionate Care

We treat everyone who comes through our doors with dignity, respect, supportiveness and caring.

Excellent Service

Service to others – We recognize the importance of satisfying everyone who comes through our doors and making every effort to meet their needs.

Quality Outcomes – We put forth our best effort in everything we undertake. We continue to look for ways to improve our service through innovation, creativity and the use of best practices.

Community Partnership

Internal – We build and maintain relationships with other associates in such a way as to encourage trust, teamwork, cooperation and open communications. We act with honesty and integrity in everything that we do.

External – We strive to understand the needs of the communities and work with other service providers and community resources to offer care to those whom we serve.

Services

Good Shepherd works with patients and their treatment teams to identify the most appropriate recovery path.

Home Health

If a patient requires a deeper level of care following inpatient discharge, Good Shepherd at Home provides skilled medical care in the home to promote good health and increase function and independence. Services include professional nursing, home health aide, wound, ostomy and continence care, physical therapy, occupational therapy, and speech therapy.

Inpatient

This step-in recovery requires individualized and innovative rehabilitation care – the hallmark of Good Shepherd’s treatment team. With multiple locations, including its flagship Rehabilitation Hospital in Allentown, Pennsylvania, patients receive special medical care and therapy.

Long-term Acute Care

Located in Bethlehem, Pennsylvania, the Specialty Hospital provides long-term acute care for patients who are too ill for discharge to a skilled nursing facility, an acute rehabilitation hospital, or home. For such patients, the Specialty Hospital provides care tailored to complex medical needs, including ventilator weaning and complex wound care.

Long-term Care

Whether a lifelong home or a stepping stone to independent living is required, Good Shepherd’s long-term care facilities can help patients realize their fullest potential while living in a comfortable, professionally supervised environment.

Outpatient

Options include the state-of-the-art Health & Technology Center on the Allentown campus, as well as more than 50 neighborhood-based outpatient sites throughout eastern Pennsylvania and New Jersey.

Physician Services

Good Shepherd employs a group of physicians focused on delivering compassionate care, increasing independence, and being a national leader in the use of innovative rehabilitation technologies. Good Shepherd’s Physician Group provides care for a broad spectrum of disorders, including major multi-trauma, traumatic brain injury, stroke, amputation, and spinal cord injury.

Accreditations



Good Shepherd Rehabilitation Network’s inpatient and outpatient facilities are accredited by **The Joint Commission**, an independent, not-for-profit organization that accredits and certifies more than 15,000 healthcare organizations and programs throughout the United States. It is recognized nationwide as a symbol of quality that reflects an organization’s commitment to meeting certain performance standards.

Fulfilling its promise of quality, Good Shepherd Rehabilitation Hospital overachieves with **seven programs accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF)**. CARF accreditation is the gold standard for quality in rehabilitation care.



All of Good Shepherd’s healthcare divisions are fully licensed by the **Pennsylvania Department of Health**, which verifies compliance with state and federal health and safety standards.

The **National MS Society** has designated Good Shepherd and its partners at Lehigh Neurology as a Comprehensive Care Center for the treatment of multiple sclerosis.



Executive Leadership

Gary Schmidt, MA

Interim President and CEO
Chair, Board of Trustees

Michael Spigel, PT, MHA

Incoming President and CEO (starts August 8, 2020)
Click [here](#) to view announcement

Cindy Buchman, MHA

Vice President, Physician and Clinical Services

Jessica Florkowski, MSN, RN, CWCA

Administrator, Good Shepherd Specialty Hospital

Carry Gerber

Vice President, Marketing and Communications

Cheryl Fisher, SPHR

Chief Human Resources Officer

Frank Hyland, MSPT

Executive Director, and Administrator, Good Shepherd Rehabilitation Hospital

Carrie Kane, MS, CCC-SLP/L, NHA

Administrator, Good Shepherd Home – Bethlehem

David F. Lyons, CFRE

Vice President, Development

Georgine A. Olexa, Esq., JD, MBA

Vice President, Legal Affairs

Terence O’Neil

Chief Information Officer

Laura M. Shaw-Porter

Executive Director, Good Shepherd Penn Partners

Jennifer Silva, DNP, RNC, NE-BC

Vice President, Chief Nursing Officer

Sandeep Singh, MD

Senior Vice President, Medical Affairs, and Chief Medical Officer

Position Description

The Senior Vice President of Finance and Chief Financial Officer (SVP & CFO) serves as a key member of the Senior Leadership Team of Good Shepherd Rehabilitation Network (GSRN). The SVP & CFO performs in a strategic role in the overall leadership of GSRN, consistent with its mission, vision, and values. The SVP & CFO will serve as an operational leader, highly engaged as a partner in effectively managing and growing GSRN.

Reporting to the President and CEO, the SVP & CFO will be responsible for oversight and management of all financial functions for the organization. This executive will serve as an operational CFO who is engaged as a partner in managing the development of strategic financial plans, program-specific business plans, and annual operating and capital budgets.

The SVP & CFO will be accountable for ensuring the integrity of all financial statements in collaboration with the CEO and the Board. He/she will enable accountability and effective decision-making by delivering clear, accurate, and timely performance information to the Board, management, and staff. The SVP & CFO ensures that GSRN is continuously in compliance with regulatory requirements while managing financial risks and providing effective and responsive oversight of billing, financial services, treasury, and audit.

This role directly oversees and manages the Finance/Accounting, Health Information Management Systems (HIMS), and Patient Accounting departments.

Reporting Relationship

The SVP & CFO reports to the President and CEO, and manages the following direct reports:

- Director of Finance
- Director of Payor Relations and Contracts
- Director of Reimbursement and Analysis
- Director of Financial Systems

The total team managed numbers approximately 40 associates in Finance, Patient Financial Services, Revenue Cycle and Reimbursement, and HIMS.

Principal Accountabilities

Strategic Planning

Serves as a key member of the Senior Leadership Team to support the continued growth and expansion of GSRN to remain competitive as a healthcare leader in the region.

Participates in the development of GSRN's short- and long-term strategic plans.

Proactively identifies opportunities for GSRN to strategically expand its footprint as well as grow existing and new service lines.

Develops, implements, and continually refines:

- a methodology to quickly evaluate the financial implications of various strategic plans to assess the potential risks and opportunities to GSRN.
- financial and tax strategies consistent with short- and long-term strategic plans.
- the process established for budget planning and management.
- an appropriate set of performance measures that support GSRN's strategic direction with an efficient methodology to report results and predict/forecast results with a significant degree of accuracy.

Operations

Participates in key decisions as a member of the Senior Leadership Team.

Maintains collaborative and consultative relationships with the Senior Operations Team.

Provides executive oversight to the Finance/Accounting, HIMS, and Patient Accounting departments.

Develops and manages integration efforts associated with strategic partnerships, mergers, or acquisitions, including the establishment of due diligence standards, evaluation/mitigation of risks, evaluation/maximization of opportunities, and integration of the partnerships/mergers/acquisitions into GSRN to achieve full value.

Risk Management

Understands and mitigates key elements of GSRN's risk profile.

Develops and manages a methodology:

- to monitor all open legal issues involving GSRN and legal issues affecting the industry.
- to monitor reliable control systems to minimize risk, which includes regular audits of the systems for continuous improvement and education.

Serves on the Board of the GSRN and Reciprocal Risk Retention Group (RRG).

Maintains appropriate business insurance coverage, including self-insured coverage, for professional and general liability as well as worker's compensation.

Treasury

Develops a methodology and strategy for management of:

- cash balances and cash forecasts.
- pension financing.

Arranges for appropriate debt and equity financing.

Develops and maintains:

- positive relationships with the investment/banking community.
- a proactive and sound communication strategy that includes required annual reporting as well as general communications that support larger short- and long-term strategies for the business.

Board Relations

Serves as needed and requested by the President and CEO as:

- a member of any board of trustees/directors for various subsidiaries and unconsolidated affiliates of GSRN.
- staff to any committee of the Board of Trustees of GSRN, including but not limited to the Finance Committee, Investment Sub-Committee, and Strategic Planning Committee.

Develops and provides necessary reporting for the Board of Trustees of GSRN.

Community Relations

Represents GSRN well in the community by exhibiting the highest standards of behavior that support the mission and vision.

Serves as an active member of the community in efforts intended to help others.

Management Accountability

Provides meaningful support and development for those reporting to and through the SVP & CFO position.

Establishes goals and objectives for the departments/work groups that support the overall strategic plan of GSRN.

Collaborates positively with other departments/work groups to achieve shared goals and objectives.

Promotes and exemplifies GSRN's values and standards of professionalism and integrity in every interaction with employees, vendors, trustees/directors, donors, volunteers, residents, patients, and resident/patient families.

Experience and Qualifications

Five years of experience in a senior-level finance management role performing progressively complex work in the areas of finance, accounting, and treasury in a not-for-profit healthcare system of similar size to GSRN is required.

Three to five years of experience in an executive-level administrative management role at a vice president or senior vice president level performing progressively complex work in an organization of similar size to GSRN and that oversees finance/accounting, risk management, patient billing, treasury, strategic planning, and HIM is required.

Three to five years of experience directly developing relationships with the banking and investment community is required.

Previous experience working with a board of trustees/directors and serving as staff assigned to designated board committees is preferred. Prior experience presenting to a board of trustees/directors is preferred.

Strong program budgeting skills, particularly as they relate to building new programs and generating revenue, are highly valuable.

Senior-level experience in a complex environment managing key stakeholders who may not always have a common agenda.

Bachelor's degree in Accounting, Business, or Finance is required. Advanced degree or CPA required.

Core Competencies

The following competencies are necessary for success in this job within the organization:

Compassionate Care

We treat everyone who comes through our doors with dignity, respect, supportiveness, and caring.

Excellent Service

Service to Others – We recognize the importance of satisfying everyone who comes through our doors and making every effort to meet their needs.

Quality Outcomes – We put forth our best effort in everything we undertake. We continue to look for ways to improve our service through innovation, creativity, and the use of best practices.

Community Partnership

Internal – We build and maintain relationships with other associates in such a way as to encourage trust, teamwork, cooperation, and open communications. We act with honesty and integrity in everything that we do.

External – We strive to understand the needs of the communities and work with other service providers and community resources to offer care to those whom we serve.

Personal and Professional Skills and Attributes

Demonstrates:

- exceptional verbal and written communications skills.
- the ability to read, analyze, and interpret the most complex information and communicate it in meaningful terms based upon the audience.
- the ability to exercise considerable judgment and discretion in dealing with matters of great significance or impact to the organization.

Position Description

- outstanding organizational skills and the ability to effectively prioritize and simultaneously manage multiple priorities.
- excellent interpersonal skills, tact, and diplomacy.
- a team player attitude; willing to collaborate and share information.
- a highly results-oriented, proactive, and positive leadership style and approach.

Maintains the highest standards of professionalism and confidentiality at all times.

Is a forward-thinking financial visionary with sound technical skills, analytical abilities, judgment, and an operational focus.

Possesses emotional intelligence and the ability to effectively relate to people at all levels of an organization.

Is an excellent negotiator who operates with the highest standards of professionalism, integrity, and ethics.

Community Information

The Senior Vice President of Finance and Chief Financial Officer position will be in the organization's Allentown, Pennsylvania, location. As you will read, Allentown is a community of choice for many good reasons.

Allentown, Pennsylvania

A quiet architectural renaissance has blossomed in Pennsylvania's third-largest metro area. Much of Allentown's charm comes from its vast collection of historic homes and buildings, commercial structures, and century-old industrial buildings. Neighborhoods in the city center are a blend of Victorian and Federal-style row homes. Homes around West Park ooze Colonial Revival and Queen Anne charm. Architects have modernized and converted many of the closed mills and manufacturing buildings into apartments and lofts.



Several districts constitute Allentown proper – each with its own unique identity and flair. The Seventh Street business district features neighborhood living, as well as local restaurants and retail establishments. Allentown's theater district in the West End includes a black box theater and a civic theater, several popular restaurants, local retailers, and an Arts Walk that leads to the Allentown Art Museum and Baum School of Art. Business is booming in the Hamilton Street business district, home of the PPL Center, where the Philadelphia Flyers hockey farm team, the Lehigh Valley Phantoms, play.

Nestled within the Lehigh Valley, with the Blue Mountain range to the north and South Mountain to the southwest, Allentown offers hikers and skiers access to great trails and snow. Meanwhile, residents can drive to New York City or Philadelphia in roughly two hours. Allentown's convenient location, commitment to healthy living, and celebration of the arts make it a great place for active folks to settle down.

Education

The Lehigh Valley has been a center for education since the mid-1700s. The region boasts exceptional pre-K, primary, secondary, technical, and post-secondary schools that prepare students for future success. More than 40 early learning programs have earned the highest rating for quality from the Pennsylvania Department of Human Services' voluntary evaluation program, Keystone STARS. Public education in Pennsylvania is community-based: the Lehigh Valley has 17 school districts that provide education for students from kindergarten through 12th grade.

Allentown itself encompasses 36 public elementary, middle, and high schools. Allentown also has 97 private schools. Four high schools are recognized on *U.S. News & World Report's* Best High Schools rankings.

The Lehigh Valley also has private, parochial, and charter schools, giving parents a variety of educational choices for their children. One local school, Lehigh Valley Charter High School for the Arts, was named a National Blue Ribbon School of Excellence in 2018.

Many high schools offer options for qualifying students to earn college credits by attending courses at the region's colleges and universities. Three career and technical education schools are aligned with the region's high schools and provide students with quality skills-based training for a wide range of in-demand jobs.

The Lehigh Valley is home to 11 colleges and universities that award more than 10,000 degrees annually and include prestigious private colleges, state universities, and two community colleges.

Getting Around

Allentown residents tend to rely on their cars to get around. One of Allentown's biggest benefits is that its highway system makes it easy to reach any part of the Lehigh Valley. Many employment opportunities in Lehigh and Northampton counties and surrounding townships are less than 30 minutes by car.

The area is served by the Lehigh and Northampton Transportation Authority (LANTA) bus system, which provides routes through Allentown, Bethlehem, Easton, and a number of other Lehigh Valley communities.

The Lehigh Valley International Airport, and several larger airports (including Philadelphia International Airport and Newark Liberty International Airport) are less than two hours away. Allentown also has a bus terminal for those seeking transportation to Philadelphia, Harrisburg, New York City, and Pittsburgh.

Arts and Culture



The **Allentown Art Museum** offers tremendous variety and quality in its collection and exhibitions, educational and popular programs, and its busy calendar of public events. The museum's collection of more than 13,000 works of art offers the opportunity to experience nearly 2,000 years of cultural heritage in an accessible and visitor-friendly environment.

The Baum School of Art is a non-profit community art school located in center city Allentown. It has enriched the lives of thousands of adults and children throughout the Lehigh Valley for the past 76 years. The Baum School is a member of the National Guild of Community Schools of the Arts. It contains nine classrooms, a black and white photography darkroom, computer lab, metalsmithing studio, ceramics studio, art gallery, and more. The Baum School regularly hosts exhibitions and events in addition to offering classes in its beautiful facility.

The **Lehigh Valley Heritage Museum's** new 30,000-square-foot headquarters is a state-of-the-art, climate-controlled facility that houses one of the finest historical research libraries in the state of Pennsylvania. The Heritage Museum includes four galleries with more than 10,000 square feet of exhibits.

Allentown was originally incorporated as Northampton Town; German settlers played a key role in its development. The city later adopted the name of its founder, Colonial Pennsylvania Supreme Court Chief Justice William Allen. Allentown contributed to several aspects of American history. After the Battle of Brandywine in 1777, George Washington had no hope of saving Philadelphia from the British. The Liberty Bell and the bells of Christ Church were secretly removed to be hidden in Zion's Church. Today, visitors can experience a bit of history in the **Liberty Bell Shrine Museum** located in Zion's Church.

The Municipal Opera Company of Allentown, now **MunOpCo Music Theatre**, has been captivating and delighting audiences with its theatrical and musical performances for nearly nine decades. It has been through the ideas, hard work, and dedication of so many talented and passionate directors, actors and actresses, patrons, volunteers, and supporters that it has enriched many lives for generations.

For over 30 years, the **Museum of Indian Culture** has been Pennsylvania's educational resource center for people of all ages to learn about the Lenape and other American Indian tribes.

Outdoors

Allentown has more acres of parks per resident than any other city of its size in the United States, earning it the title of Pennsylvania's Park Place. **Cedar Beach Park** features a lake and swimming pool, while **Trexler Memorial Park** has open grassy areas and walking trails. Visitors to **Allentown Rose Gardens** can enjoy its picturesque flower garden and paths. **Canal Park** offers fishing and picnic areas with a boat launch. **Fountain Park** is an energetic green space with baseball and soccer fields, basketball courts, and a playground. **Many other parks** with similar amenities can be found across the city.

Things to do

Dorney Park & Wildwater Kingdom features two great parks for the price of one! Spread across 200 acres are more than 100 rides, shows, and attractions for guests to enjoy, including seven roller coasters, the largest collection of kids' rides in Planet Snoopy™, and one of the country's best-ranked water parks.



The **America On Wheels** museum opened in 2008 and features more than cars. As a museum of over-the-road transportation, it is home to all modes of wheeled transportation, including bicycles, trucks, and carriages in addition to its car collection. In the interactive exhibits, visitors can have photos taken in the driver's seat of a mini-Indy racecar, find out what type of vehicle they are most naturally suited to, test their knowledge of auto tools and their functions, and even design their own car.

With a mission to promote learning about science, math, and technology through hands-on problem solving, the **Da Vinci Science Center** is a facility that contains more than 200 fun, interactive, hands-on exhibits that stimulate curiosity and intellectual exploration. One of the many impressive exhibits that can be found is View Space, which features electronic images direct from NASA on a large screen and breathtaking still images of the Orion Nebula taken by the Hubble Space Telescope. The Da Vinci Science Center is the only organization in northeastern Pennsylvania authorized to display the images which reveal a tapestry of star formation.



Prepare for an adrenaline rush at **Lehigh Valley Grand Prix!** Indoor karting is the new wave in entertainment. Get your blood pumping with vehicles that reach speeds nearing 45 mph on an indoor ¼-mile road course style track.

Among the antique vehicles in the **Mack Trucks Museum's** collection is one of the original sightseeing buses built by Jack and Augustus Mack in the first decade of the twentieth

century. The gas-operated, open-air bus carried up to 26 tourists at a time, around the streets and sights of Chicago in the summer, and New Orleans in the winter, for 25 years and more than a million miles of service.

The model train exhibit at **Merchants Square Mall** is one of the largest in the country! With 40 model trains, an operational amusement park and drive-in movies, and a lake with real water and clouds overhead, which produce actual rain, this exhibit is not to be missed!

Music and Entertainment

The historic, 1200-seat **Miller Symphony Hall** is the premier performing arts facility in Allentown. Built around 1896 as the Central Market Hall, the structure was converted to a theater in 1899.

The **Pines Dinner Theatre** is the Lehigh Valley's premier professional dinner theatre. With fabulous food, spectacular shows, and its unique down-home country-casual atmosphere, who could ask for anything more?

The **PPL Center** is a 10,000 -seat concert venue that opened in September 2014. Carrie Underwood, The Eagles, Neil Diamond, Journey, and Santana are among the acts that have packed the arena.

Civic Theatre is the Lehigh Valley's home for Broadway-styled stage shows with community sensibility, in addition to being the area's only independent and foreign film house. Its annual production of A Christmas Carol is a Lehigh Valley holiday tradition.

Sports

Allentown is home to two professional sports teams:

The **Lehigh Valley IronPigs**, a Class AAA affiliate of the Philadelphia Phillies, play at the beautiful, state-of-the-art Coca-Cola Park. Their 2008 inaugural season proved exciting and entertaining for all ages. In addition to the baseball game itself, there are many ways for the crowd to interact and enjoy themselves at the ballgame.



In September 2014, the **Lehigh Valley Phantoms** of the American Hockey League began their inaugural season at the newly constructed PPL Center. The Phantoms are the top minor league affiliate of the National Hockey League's Philadelphia Flyers.

Shopping

Get your shopping fix at one of the many retailers in the Shops at City Center. You'll find the latest in fashions at boutiques like assembly88 and Sorrelli Jewelers, and more. Or, grab the freshest flowers at Phoebe Floral Shop & Home Décor.

Dining

For the foodie, you'll find plenty of eats. Enjoy upscale American cuisine paired with an impressive selection of whiskies and bourbons at the Hamilton Kitchen & Bar. The chef's creations can't be beat at The Dime, located in the Renaissance® Allentown Hotel. Authentic Asian/Fusion cuisine can be enjoyed at Bay Leaf.

Sources:

<https://realestate.usnews.com/places/pennsylvania/allentown>
<https://www.discoverlehighvalley.com/about-lehigh-valley/regions/allentown>
<https://lehighvalley.org/downtown-allentown-revitalization-district-wins-global-award-excellence>
<https://www.nbcsports.com>
<https://www.allentownpa.gov>
<http://paplaces.com/dorney-park-wildwater-kingdom>
<https://www.lehighvalleygrandprix.com>

Furst Group

Furst Group is in its fourth decade of providing leadership solutions for the healthcare industry. Our experience in evaluating talent, structure, and culture helps companies align their organizations to execute their strategic initiatives.

Our talent and leadership solutions provide a comprehensive array of retained executive search and integrated talent management services, from individual leadership development to executive team performance to organizational/cultural assessment and succession planning.

Our clients include hospitals and health systems, managed care organizations, medical group practices, healthcare products and services companies, venture capital- or equity-backed firms, insurance companies, integrated delivery systems, and hospice and post-acute care businesses.

Furst Group recognizes partnerships are the cornerstone of our business. In today's competitive talent environment, having a defined process that provides clients and individuals with clarity and feedback throughout the entire job search is paramount to our business model.

We take extra steps to ensure candidates:

- Understand the nuances of a particular position or organization.
- Are prepared for interviews and conversations.
- Have access to interview and travel schedules.
- Are provided timely feedback.
- Remain in our database for future contact.
- Value diversity and the principles and ethics practiced by our client organizations.

We look forward to working with you as a potential candidate for the Senior Vice President of Finance and Chief Financial Officer position for Good Shepherd Rehabilitation Network in Allentown, Pennsylvania.

For additional information on Furst Group, please visit our website at www.furstgroup.com. To learn more about this particular position, please call (800) 642-9940 or contact:

John Touey jtouey@furstgroup.com

Beth Martin bmartin@furstgroup.com

Lynn Strevell lstrevell@furstgroup.com

NOTICE: The "position profile" information contained in this document has been created by Furst Group based on information submitted and/or approved by its client. As such, the position profile should not be viewed as constituting an all-inclusive description of the subject position's functions and/or responsibilities. Similarly, any information provided in the position profile regarding the community in which the client resides, the client's market, products, and/or services and its environment or culture is provided only as an overview on such matters. In submitting this position profile, Furst Group makes no representations or warranties regarding the completeness and/or accuracy of the duties, functions, environments, etc., that are described. Specific information regarding the position's requirements, compensation, benefits, and other terms and conditions must originate directly from the client (including any resources that the client may make available; e.g., handbook, job descriptions, benefit booklets, etc.). This position profile does not constitute an offer of employment and should not be construed as such.