

## **EXECUTIVE DIRECTOR, OLYMPIC PENINSULA COMMUNITY CLINIC (OPCC)**

There is an immediate opening for the position of Executive Director of the Olympic Peninsula Community Clinic (formerly Volunteers in Medicine of the Olympics), based in Port Angeles, Washington, a non-profit healthcare clinic for the uninsured and underinsured residents of the Olympic Peninsula.

### **JOB SUMMARY**

Under the direction of the OPCC Board, the Executive Director is responsible for overall leadership for strategy, public relations, clinic administration, program implementation, financial oversight, and fundraising. The job requires the ability to work in fast-paced and occasionally stressful conditions. The work schedule varies depending on current operational and fundraising activities; nights and weekends are common. The position requires close and transparent communications with a strong community minded Board of Directors.

### **QUALIFICATIONS**

#### **Education**

Bachelor's Degree in a relevant field or equivalent combination of education and experience. Background in community health services, human services, public health, health administration or business administration is desired.

#### **Experience**

Three to five years of experience in an equivalent position, preferably with nonprofit/charitable clinic experience. Proficiency in budget development, implementation and monitoring, QuickBooks software and all Microsoft Office applications required. Fundraising and grant writing experience is requested. Strong written and oral communication skills.

### **DUTIES AND RESPONSIBILITIES**

#### **Strategy and Planning**

- Give direction and leadership toward the achievement of the OPCC's mission, strategy, and its annual strategic goals and objectives.
- Develop and implement fundraising plans, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation and take measures to ensure OPCC has sufficient resources to fulfill annual goals and plans. Develop, monitor and review activity reports, and complete reports for grants and contracts.
- Build long-term relationships with key donor segments (business, foundations, government).

#### **Fiscal Management**

- Recommend yearly budget for Board approval in conjunction with the OPCC Finance Committee, and manage the organization's resources within those budget guidelines.
- Review activity reports and financial statements to determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions.

## Board

- With the President, enable the Board to fulfill its governance function. Support operations and administration of the Board by advising and informing Board members, and interfacing between Board and staff.
- Communicate regularly and effectively with board members and present monthly reports at Board and OPCC committee meetings.

## Public Relations

- Assure that the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders.
- Develop a strategic marketing plan that promotes clinic visibility through participation and membership in community forums, civic organizations and activities that are aligned with OPCC's mission and vision.
- Represent OPCC in all media relations by participating in interviews, developing press releases and all other media type engagements.

## Leadership

- Supervise departmental managers using adopted personnel policies and procedures that fully conform to current laws and regulations
- Evaluate management performance for compliance with established policies and objectives and contributions in attaining objectives.
- Promote an encouraging environment for recruitment and retention of volunteers.

## Collaboration

- Work with local and state agencies, including county hospitals, the Clallam County United Way, the Clallam County Health Department, and other nonprofits.
- Serve as an active member in the Washington Healthcare Access Alliance and the National Association of Free and Charitable Clinics, as well as other pertinent regional and local boards, committees and organizations.

## Regulatory and Government Compliance

- Work with clinic staff to maintain and seek to be in compliance with all applicable laws and regulations that apply to healthcare organizations and nonprofit organizations.

## TYPICAL PHYSICAL DEMANDS:

Requires corrected vision and hearing to normal range, manual dexterity and eye-hand coordination and verbal communication skills. Sitting for extended periods with standing, stooping, bending and stretching are required. Occasionally lift and carry up to 30 pounds.

SALARY: Dependent upon experience and education.

REPORTS TO: Olympic Peninsula Community Clinic (OPCC) Board of Directors

TO APPLY: Send an e-mail with a cover letter, CV, and 3 references to Jackson Williams, Board President, Olympic Peninsula Community Clinic, [steelheadjack@olypen.com](mailto:steelheadjack@olypen.com). This exempt position will remain open until filled.