



## JOB POSTING

### **Position: Executive Director**

**Position Summary:** This position serves as the senior leader of the Free Clinic and represents the Organization in the broader community; provides support to the Board of Directors; participates in development of multi-year strategic plan and budgets; provides leadership in seeking and diversifying agency funds; oversees development of programs and services, implementation of best practices and evaluation; fosters an agency culture that honors diversity and strives for excellence; ensures proper internal controls and compliance, and leads the agency in community initiatives and activities that support the Free Clinic mission

**Reports to:** Board of Directors (President, Board of Director)

**Job Classification:** Exempt Manager; 40+ hours per week

**Salary:** TBD; based on education and experience

### **Qualifications:**

#### **REQUIRED SKILLS & EXPERIENCE**

- Bachelor's Degree in health care or a relevant area
- 4+ years of executive level experience that includes but is not limited to administration, planning, financial management, and personnel management.
- Successful comprehensive, diversified fundraising experience
- Demonstrated ability to motivate employees and work effectively with a nonprofit Board of Directors to achieve organizational excellence
- Demonstrated ability to lead an organization or program through change
- Excellent oral and written communications skills with diverse audiences and cultures
- Experience applying for and managing private grants/funds
- Flexible work schedule

#### **PREFERRED SKILLS & EXPERIENCE**

- Prior Executive experience in the management of a nonprofit organization or a substantial nonprofit program
- Management experience in the local health care community
- Master's Degree in business, health care or related field

**Contact/Apply to:** Barbe West  
Executive Director  
4100 Plomondon St.  
Vancouver, WA 98661  
[barbe@freeclinics.org](mailto:barbe@freeclinics.org)

**Application Materials:** Cover letter, current resume and list of references

**Primary Tasks and Responsibilities:**

**LEADERSHIP**

- Serves as a leader, both within the Free Clinic and externally in the broader community, to elevate the attention and resources directed to the Free Clinic Mission.

**BOARD OF DIRECTORS**

- Facilitates communication between the Free Clinic's Board of Directors and staff in planning, implementing and evaluating programs and operations that advance the agency's mission.
- Assists in development and monitoring of multi-year strategic plan.
- Assists in recruitment and education of Board members to ensure the necessary array of member's knowledge, skills and relationships to communities and resources.
- Staffs the Board's Executive and Finance committees, and actively participates in and supports the other program and Board designated Committees.
- Communicates with the Board the need for changes to or development of agency policies required for the evolution of the organization.

**RESOURCE DEVELOPMENT**

- Oversees the development, implementation and evaluation of an annual fundraising plan with the board Finance and Development Committee for approval by the Board in support of the annual budget.
- Actively identifies, nurtures relationships with and secures investments from public and private sector sources.
- Provides leadership in diversifying the agency's funding.
- Participates in direct solicitation of gifts from corporations, foundations, organizations and individuals, including grant writing.

**ORGANIZATIONAL MANAGEMENT & PLANNING**

- Provides leadership that ensures implementation of the Board-approved strategic plan, and the development of an organizational structure that achieves stated goals.
- Ensures development of programs and services, implementation of best practices and evaluation of results.
- Assures compliance with local, state and federal laws governing non-profit charitable organizations in all areas.

**PERSONNEL MANAGEMENT**

- Fosters an agency culture that celebrates success, honors diversity, strives for excellence, seeks constant growth and learns from mistakes.
- Oversees implementation of Free Clinic's Personnel Policies. Recruits, hires, and oversees performance of direct staff reports. Develops, assists, and when necessary, disciplines and/or discharges employees.
- Delegates day-to-day supervisory responsibility to program management staff.

**FINANCIAL MANAGEMENT**

- Develops of the annual operating budget subject to Finance Committee and Board approval.
- Ensures ongoing budgetary compliance and evaluation.
- With the Board of Directors, builds financial reserves by managing to produce annual surpluses.
- Ensures development of monthly financial statements for the Board and management staff, and an annual audited financial statement and management letter to the Board.
- Ensures proper internal controls and compliance are maintained

- Ensures ongoing implementation, evaluation and improvement of the Free Clinic's Financial Policies and Procedures.

#### **COMMUNITY & PUBLIC RELATIONS**

- Provides leadership to ensure that health care issues for the unemployed and underinsured are visible in the public's eye and recognized as a priority in state and regional planning.
- Oversees the development, implementation and evaluation of annual public relations and media plan.
- Leads the agency in community initiatives and activities that support and advance the Free Clinic's mission.
- Serves as the primary spokesperson and media representative for the agency.

#### **PUBLIC POLICY & ADVOCACY**

- Leads the ongoing education of and communication with elected officials and other policy makers regarding the policy and resource needs of the affected populations.
- Seeks opportunities to advance community awareness through ongoing advocacy in the private and public sectors.

#### **Physical Requirements/Work Environment:**

- Good physical health with ability to lift objects not exceeding 10-20 pounds.
- Ability to sit for eight (8) continuous hours and/or stand for two (2) continuous hours.
- Ability to manage and handle normal to high levels of urgency-related stress.