

Executive Director Opening at The Olympia Free Clinic

Darlene Hein is stepping down from being the Executive Director of The Olympia Free Clinic and into a new role as retiree. This means that the clinic is looking for a new Executive Director. This is a great opportunity for someone who believes in health care for all and has the skills to manage a non-profit.

The job posting for the ED position can also be found on our website www.theolympiafreeclinic.org

Executive Director, The Olympia Free Clinic

Reports to: Board of Directors

Closing Date: August 22, 2018

Cover letter and resume must be sent to Darlene Hein via email: tofcoffice@olyfreeclinic.net or mail: 108 State Avenue NW, Olympia WA 98501

The Olympia Free Clinic is seeking an Executive Director to work with our board, staff, volunteers and partners to build upon our clinic's many accomplishments. The Executive Director oversees daily operations and implements appropriate strategies to ensure that the mission and vision of the clinic is achieved. Our ideal candidate must be a strategic thinker with a background in nonprofit management who can effectively prioritize tasks, attain results and work collaboratively with the care team. Our Executive Director is responsible for supporting the board, helping the board refine the annual strategic plan, implementing policies, ensuring adequate funding, managing staff, applying for grants, and strengthening community partnerships.

Key Responsibilities:

The Executive Director reports directly to the board of directors and is responsible for organizational leadership, fiscal and operational oversight and resource management.

- Oversight and support of our weekly clinics
- Oversight and support of volunteer recruitment and management
- Direct fund raising including grant writing, events and individual donations
- Developing and supporting partnerships
- Reporting to the board on accomplishments and clinic performance
- Supporting the board with agenda planning, preparation and reporting

Preferred Experience:

- 2 years nonprofit leadership including working with a board of directors (years in other leadership roles may be substituted)
- Bachelor's Degree

- Verified ability to manage a budget
- Proven success in fundraising and donor relations
- Working with clients who are homeless, mentally ill, chemically dependent and low-income
- Work experience in a medical or mental health organization.

This is a 30 hour a week position that requires working one or two evenings a week.