

Safe Harbor Free Clinic

Position: Safe Harbor Free Clinic Executive Director
Reports to: Board of Directors

SUMMARY: Responsible for day-to-day operation of free medical clinic including planning, personnel, fiscal, contractual, fund raising, programming for health, and facilities management. Manage all programs in accordance with the mission, policies and procedures of Safe Harbor Free Clinic, the rules and regulations of applicable governmental agencies, and with input and direction from the Board of Directors.

FISCAL RESPONSIBILITY:

1. Develops and oversees budgets.
2. Approves expenditures and exercises fiscal control.
3. Coordinates with the Board's Finance Committee.
4. Works with grant writer for funding of new and continuing programs, to include capital projects.
5. Proposes the operating budget to the Board's Finance Committee.
6. Ensures that fiscal controls are followed.

PERSONNEL SUPERVISION:

1. Coordinates recruiting, interviews, hires, placement, and supervision of SHFC personnel.
2. Reviews and updates SHFC Personnel Policies.
3. Evaluates SHFC staff on an annual basis and evaluate for pay incentives.
4. Know HR procedures, laws and hiring regulations.
5. Work with bookkeeper in regard to Labor & Industries for volunteers and staff.
6. Work with bookkeeper related to payroll updates and changes.
7. Work with staff on goal setting and team building.

BOARD RELATIONS:

1. Works to fulfill the mission, vision, and policies of the Board of Directors.
2. Solicits Board input and approval on changes in policies and programs, and on capital projects and expenditures.
3. Coordinates with Board Committees on policies and procedures are current.
4. Proposes the agenda for the annual board retreat.

PROGRAM DIRECTION:

1. Oversees the development and supervision of new programs and services to benefit the uninsured and underinsured seeking care.
2. Identifies the needs of the uninsured and underinsured; continually evaluates the current programs for changes or expansion.

Safe Harbor Free Clinic

LEADERSHIP AND ADMINISTRATION:

1. Develops a public relations program promoting community relationships purpose and programs.
2. Serves as a liaison between the SHFC and other community organizations and with governmental agencies.
3. Develops operating policies and procedures.
4. Ensures adequate maintenance of facilities and equipment.
5. Directs the development of SHFC's strategic plan and operational goals and objectives with input from the Board, staff, volunteers, patients, and community.
6. Serves as primary advocate with public and private organizations and the community on behalf of the patients.
7. Maintains an ongoing relationship with current funding including local governments, agencies, individual donors, and corporations.
8. Serves as the primary spokesperson for SHFC with the media, civic organizations and advocacy groups.
9. Develops short and long-range plans for advancement of SHFC.
10. Develops and updates master plan for SHFC facilities.
11. Develops relationships with staff, volunteers and board members; being available to listen and respond to concerns, questions, comments.

DEVELOPMENT:

1. Proposes fund raising strategies and programs.
2. Provides coordinated support in presentation of operating and capital programs.
3. Works closely with the Development Director to create a development/fundraising plan.
4. Works closely with Development Director to put on fundraising events.

VOLUNTEERS:

1. Works with volunteer coordinator and development director to put on two volunteer appreciation events a year.
2. Perform presentations and recruiting events to bring in new volunteers and providers into the clinic.
3. Works with for profit medical companies to share volunteer opportunities for professional staff including providers, nurses, MA's, lab technicians, etc.
4. Work with staff to fill any volunteer vacancies in the clinic schedule.
5. Process provider credentialing and deeming for volunteering in the clinic.
6. Process malpractice insurance for providers, staff, board and professional volunteers.

Qualifications:

College bachelor's degree preferred but work experience may suffice
Non-profit management certificate preferred

Safe Harbor Free Clinic

Proficiency in office machines including computer, copier, printers, etc.

Proven good leadership record

Proven community relation skills

Proven good communication skills; both written and verbal