



EXECUTIVE DIRECTOR JOB DESCRIPTION

Overall Responsibility

Responsible for the operations, staffing, finances, direction, and administration of the Lake Norman Community Health Clinic. Overall organization of clinic, staff, fundraising, public relations, fiscal, and clinic functions are under the direction of the Executive Director.

Accountability

Accountable to and receives direction from the Board of Directors.

Responsibilities

A. Administrative:

- Manages the Clinic in line with the established goals, aims and objectives expressed by the Board of Directors
- Participates in recruitment, interview, selection, hiring, discipline, and evaluation process for all staff of the organization
- In conjunction with the Medical Director, ensures delivery of quality services and programs
- Maintains administrative reports and statistical information on all aspects of clinic operations
- Oversees the preparation and monitoring of the annual budget as well as all necessary financial reporting
- Administers Clinic Personnel Policies, fiscal policies and other policies and procedures adopted by the Board of Directors
- Responsible for compliance with all legal requirements of Clinic functions
- Undertakes routine assessment of Clinic functions and make necessary changes in line with the expansion of services and efficient clinic operations
- Oversees all operational and administrative functions of the Clinic
- Responsible for volunteer recruitment processing and ensuring that volunteers are treated with respect and recognized for their contributions
- Respects full confidentiality of patient records; treats patients with respect and care and leads staff in that regard

B. Board of Directors:

- Responsible for the application, implementation and interpretation of established Board policies in the operation of the clinic and oversight of all staff. Acts as the liaison between the Board of Directors and the Clinic staff
- Attends all meetings of the Board of Directors and provides input into decisions affecting the Clinic and its staff
- Supports the Board of Directors by:
 - a. Addressing issues around clarity of role, governance, bylaws/policies and corporate structure
 - b. Assisting with the cultivation and recruitment of new Board members
 - c. Preparing Executive reports to the Board of Directors
 - d. Providing staff support upon request

C. Fund Development

- Works closely with the Development Director to create, implement and evaluate annual resource development goals and fund-raising plan
- Establishes, cultivates and maintains relationships with donors, foundations, and other resources to support organizational programs and activities
- Participates in securing grants and other funds to assure that Clinic has a sound financial base and can expand as necessary.

D. Community Relations:

- Maintains a high level of public interaction to ensure the future success of the Clinic

- Serves as the Clinic's principal leader, representative and spokesperson to the greater community

Qualifications:

- Minimum Bachelor's Degree in administration, management or related field. Master's Degree preferred
- Minimum five years' experience in leadership/management position
- Knowledge of financial systems and reporting
- Strong experience in creating and participating in collaborative relationships
- Excellent interpersonal and communication skills
- Ability to represent the Clinic to the community in a positive manner
- Proven track record in fund development
- Ability to exercise sound leadership and judgment

Salary

Commensurate with education and experience.