

Montgomery County Free Clinic, Inc.

Position Description

- I. **Position:** Executive Director
- II. **Responsible to:** Board of Directors or Board appointed committee.
- III. **Salary Range:** Proportionate to education and experience
- IV. **Status:** Part-time/Exempt
- V. **Position Summary:** Lead and manage the operations of the Montgomery County Free Clinic, Inc. d/b/a Dr. Mary Ludwig Free Clinic, a non-profit organization providing health care to the uninsured and underinsured residents of Montgomery County. Coordinate all clinic functions including program administration, fund raising/resource development, public relations, liaison to the Board, personnel management, information management, risk management, and regulatory compliance. The Executive Director is a non-voting member of the Board of Directors and committees.

VI. Essential Functions

- a. Program Administration:
 - a.i. Promote a culture of caring while ensuring delivery of high-quality medical and dental care to clinic patients.
 - a.ii. Assess community health needs, identify available services and resources, coordinate and collaborate with other providers and agencies, develop programs as necessary in consultation with applicable committees/board members.
 - a.iii. Obtain necessary volunteer, financial and material resources to operate clinic programs.
 - a.iv. Monitor and evaluate programs implementing change accordingly.
 - a.v. Develop and maintain partnership/in-kind agreements with individual and corporate health care providers and agencies to meet the health care needs of clinic patients.
 - a.vi. Oversees Ordering of supplies and maintain inventory.
 - a.vii. Develop and implement a performance-based evaluation plan for employees and volunteers.
- b. Fund Raising/Resource Development
 - b.i. Be a forward facing member of the community.

- b.ii. Be involved and identify any networking opportunities.
 - b.iii. Prepare and present annual development plan to the Board in consultation with the appropriate committees.
 - b.iv. Researching, developing, coordinating, and finalizing any grant opportunities.
 - b.v. Prepare and submit requests for funding to local businesses, churches, and civic organizations.
 - b.vi. Work along with the Fundraising Committee to implement any fundraising events including annual fundraising drive utilizing direct mail and board/ volunteer contacts.
 - b.vii. Identify potential sources for in-kind donations of goods and services per policy. Prepare and submit requests as needed.
 - b.viii. Develop and Maintain donor database using DonorPerfect or other constituent record management CRM system software.
 - b.ix. Ensure acknowledgement of all gifts and donations in a timely manner. Maintain accurate and complete donor mailings lists and files.
- c. Financial
- c.i. Develop an annual budget in consultation with the board treasurer including capital, operating and facilities costs, and provide direct oversight for all expenditures.
 - c.ii. Supervise payroll for paid staff.
 - c.iii. Supervise the business affairs of the clinic to assure that its funds are expended to the best advantage possible in adherence to the budget.
- d. Public Relations
- d.i. Assess public relations needs of the clinic and develop appropriate actions to meet those needs.
 - d.ii. Develop an annual report for the clinic.
 - d.iii. Develop and update clinic brochures, fact sheets, and other types of promotional literature.
 - d.iv. Prepare articles, press releases, public service announcements and advertisements for radio, newspapers, and other media outlets.
 - d.v. Promote clinic visibility and patient recruitment using the clinic web site and social media platforms.
 - d.vi. Develop and maintain accurate and complete mailing lists of health care providers, human service agencies, churches, funders, civic organizations, and other interested parties for the dissemination of clinic information.
 - d.vii. Conduct speaking engagements to inform the public of the clinic's population and promote the clinic's mission and goals.
 - d.viii. Advise and assist the Board in strategic planning, including vision, mission statement, bylaws, strategic plan, etc.

- e. Liaison to the Board
 - e.i. Provide staff support to the Board, its officers, and appropriate committees. Prepare and present an Executive Director's report at each meeting.
 - e.ii. Prepare and maintain a board manual; develop and conduct orientation for new members.
 - e.iii. Assist in identifying and recruiting new board members. Prepare and disseminate packets for prospective board members.
 - e.iv. Develop and maintain position descriptions and policies/procedure manuals for all employed and volunteer staff with board approval.

- f. Personnel Management
 - f.i. Assess training needs, identify sources of training, and ensure staff and volunteers receive adequate training to perform their duties.
 - f.ii. Plan and implement an orientation process for all new staff and volunteers.
 - f.iii. Cross-train staff for backup functions.
 - f.iv. Responsible for all aspects of staff (including hiring and disciplinary actions)
 - f.v. Responsible for up-to-date employee manual and policies and procedures

- g. Information Management
 - g.i. Develop, maintain and train on a cloud based record keeping system in a standardized logical format easily accessible to all staff, board members, and volunteers.
 - g.ii. Assess potential needs for information technology which may include:
 - g.ii.1. Developing and maintaining a computer infrastructure to meet the clinic's needs for storing, retrieving, and reporting data and generating documents and reports.
 - g.ii.2. Planning and implementing a system to collect and enter data on patient services, values of services provided, volunteer services, donations, etc.
 - g.ii.3. Execute agreements with appropriate vendors for the clinic to utilize internal and external communications and access to the Internet.

- h. Risk Management and Regulatory Compliance
 - i. Assure compliance with all applicable laws and regulations pertaining to the operation of a private, non-profit health care organization.
 - ii. Maintain all necessary insurance coverages to provide reasonable protection for the clinic's board, staff, volunteers, patients, equipment, supplies, and financial resources.
 - iii. Implement and maintain FTCA medical malpractice protection for volunteer health care professionals.

- iv. Assist in preparing and submitting all necessary forms, fees, and reports to regulatory agencies including HRSA.
- v. Ensure the organization and safekeeping of important clinic documents and records.
- vi. Maintain confidential personnel record-keeping system.
- i. Other duties
 - i. Develop and maintain relationships with the NAFC, Free Clinic literacy, and other local, state, and national clinics and organizations that have an interest in health care advocacy and access.
 - ii. Perform other duties as identified by the Board, and agreed upon by both parties, which may be in the best interest of the organization.

VII. Time Commitment

- a. Average of 20-25 hours per week with not less than 15 hours per week. Flexibility in scheduling hours based on agency needs, board responsibilities, and other community related tasks.

VIII. Ideal Qualifications

- a. Bachelor's degree required; Masters degree preferred.
- b. Non-profit management experience.
- c. Passion for the clinic mission.
- d. Experience with Microsoft Office Suite and Google Suite preferred.
- e. Database Management experience.
 - f. Verbal and written communication skills with a wide variety of professions, volunteers, and clients.
- g. Personnel management experience.
- h. Management experience in a clinical care setting.
- i. Financial management, budgeting.
- j. Grant writing experience preferred.
- k. Community networking experience.
- l. Preferred Montgomery County resident.