



## **Executive Director**

### **Position Description**

**POSITION/TITLE:** Executive Director

**REPORTS TO:** Board of Directors (Chairperson primary contact)

**DIRECTLY SUPERVISES:** Clinic Manager, Pharmacy Manager,  
Finance/Development Manager

**STATUS:** Full Time

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### **WHO WE ARE:**

The Free Medical Clinic (FMC) is a fast-growing, dynamic provider of high quality health care services to uninsured residents of the City of Winchester, Frederick and Clarke Counties. We work to provide access to health care and related resources so that our patients can lead healthier lives.

### **POSITION SUMMARY:**

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibilities for the Free Medical Clinic's staff, programs, expansion, and execution of its mission. The ED will ensure ongoing local programmatic excellence, relationship management, rigorous program evaluation, finance and administration competencies.

### **DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Recruit and retain employed staff & volunteers; provide orientation & training; evaluate and mentor said staff
- Convene and lead the senior management team to ensure delivery of quality services and program in line with funder requirements and clinic strategy
- Maintain administrative reports and statistical information on all aspects of clinic programs
- Maintain and expand relationships with key FMC partners. Identify opportunities for new partnerships
- Represent the clinic at external meetings



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- Aggressively seek new business development opportunities that fall in line with the mission of the FMC
- Plan and assume responsibility of compliance for all legal requirements of clinic functions and programs within the physical facility
- Liaise with the Board of Directors keeping them frequently apprised of all activities at the FMC
- Preparation of, and adherence to, approved annual budget

The ED will be thoroughly committed to the Free Medical Clinic's mission. All candidates should have a minimum of five years proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications to include:

- Ability to search for and develop appropriate partnerships to pursue federal, state and local grants
- Business-orientated
- Passionate about community health
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Ability to work effectively in collaboration with diverse groups of people

#### **EDUCATION:**

Minimum requirements – Bachelor's Degree

#### **HOURS:**

Full time. Requires flexibility with hours to include some evenings and Saturdays

#### **SALARY:**

\$80,000 - \$100,000 contingent upon experience

Please send CV/Resume and a cover letter to [info@fmcwinchester.org](mailto:info@fmcwinchester.org). The closing date for applications is June 30th at midnight.