



Executive Director

Culmore Clinic Mission Statement

Culmore Clinic is a 501(c)(3) non-profit healthcare clinic serving low-income uninsured adults, in the Bailey's Crossroads community of Fairfax, Virginia, at little to no cost. Supported by a diverse group of interfaith volunteers, healthcare providers, and donors, Culmore Clinic offers compassionate medical care, counseling services as well as specialty referrals. Their commitment to care for all is displayed with their top-notch medical interpretation services to ensure effective treatment to the culturally diverse community in which they work. Volunteers founded The Clinic in 2007 and to this day it is still significantly volunteer run, allowing more resources to go toward patient care.

Position Summary

The Executive Director will serve as the managing director of The Clinic and together with the Board of Directors will engage the community to ensure the development of an accessible, high quality, compassionate Patient Centered Medical Home in Bailey's Crossroads, VA.

Required Skills/Knowledge

Seasoned professional with in-depth experience in a development and/or non-profit management role.

Functional Accountabilities

- Prioritize and advance Clinical safety and quality as a core value
 - Ensure that patients are provided with high quality primary care
 - Work with Medical Director to systematically monitor quality and safety of care
 - Update/Improve Risk Management Program
 - Expand and regularly report on quality metrics to the Board of Directors
 - Work with Medical Director to develop/update Clinical policies and procedures
- Fundraising:
 - Create and implement fundraising strategy and structure to support current and long-term organizational health
 - Directly participate in fund-raising and maintain accountability for consistent funding streams
 - Manage and attentively work with staff consultants, Board of Directors and project teams who support fundraising, marketing and other promotional activities
 - Provide strategic guidance and content for, and review grant writing
- Fiscal Oversight:
 - Monitor and maintain accountability for all Clinic financials, including budget, cash flow, A/P, A/R, balance sheets, and tax reporting
 - Update Board of Directors on organization's finances
- Manage Operations:
 - Responsible for overseeing daily operations of Clinic and overseeing operations staff
 - Develop/update operational policies and procedures with aim of improving Clinic flow
 - Further develop and maintain high degree of professionalism in Clinic operations
 - Lead Final Phase of new EHR Rollout and Meaningful Use/Data Collection

- Evaluate scope of services and oversee changes in scope as determined by Board and Medical Director

Update Board of Directors on Clinic operations

- Staff Management/Development:
 - Supervise Management Team to guide work and ensure accountability
 - Establish and engage a structured performance evaluation process
 - Cultivate and recruit volunteers and partners
- Community Relationships:
 - Cultivate and manage relationships with key partners, vendors, regulators, and community groups
- Serve Board of Directors:
 - Directly report to Board of Directors
 - Work with Board of Directors to advance mission of Culmore Clinic
 - Plan, host, and help conduct quarterly Board meetings in collaboration with Board President
 - Keep Board members apprised of important developments between meetings
- Support Strategic Planning and Clinic Growth/Transition:
 - Engage, partner with and fully utilize the Strategic Planning consulting group
 - Assist Board of Directors in developing five- and ten-year plans with focus on needs within community

Critical Personal Qualities/Competencies

- Show Ambition and Take Initiative
- Drive Towards Goals
- Communicate Often and Well
- Effectively Engage & Work Through Conflict
- Flexes to new data and new challenges; stays open to change; acts and speaks assertively, openly values interfaith, community efforts; works to include others; displays self-confidence

Education

Master's degree in management or public health (i.e., MPH, MBA or MHA) or clinical degree (i.e., RN, MD, PA, DO) strongly preferred

Work Experience

5 to 10 years in a management role (healthcare or non-profit organization preferred)

Contact

Please email search@culmoreclinic.org with CV and Cover Letter.