



**POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR
CULMORE CLINIC
BAILEY'S CROSSROADS, VIRGINIA**

THE ORGANIZATION

Founded in 2007, Culmore Clinic is a non-profit healthcare clinic serving low-income adults in the Bailey's Crossroads community 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.

- Over the past three years, the clinic has averaged over 2,000 patient visits per year.
- The Catalogue for Philanthropy has recognized Culmore Clinic as "One of the Best;" Gold rating from the Virginia Association of Free Clinics

The organization has an annual budget of ~\$750,000 with a strong balance sheet of ~\$1,000,000 in liquid assets. Culmore also receives donated medications, supplies and medical services whose value exceeds the annual operating budget.

For additional information visit the website at: [www: culmoreclinic.org](http://www.culmoreclinic.org).

OVERALL OBJECTIVE

The Culmore Clinic Board of Directors is seeking an Executive Director who has the vision and passion to lead the organization into its next chapter.

Building on a strong financial and operational foundation, the board of directors is seeking an innovative, proactive, leader who can provide strategic execution and management to the organization while enhancing its performance and assuring the integrity of operations.

The Executive Director should be able to actively represent Culmore Clinic to the outside community by expanding partnerships and community engagement.

The candidate will build the Clinic's capacity to serve a larger patient base while ensuring that a strong infrastructure is in place to sustain operations.

The candidate should possess a knowledge of health care management and a passion for resource scarce populations while demonstrating outstanding development and leadership skills along with an ongoing commitment to organizational excellence and an appreciation of the unique aspects of Culmore Clinic.

PURPOSE OF THE POSITION

The Executive Director, as the key executive leader of Culmore Clinic, reports to the Culmore Clinic Board of Directors and is responsible for overseeing the clinical, operational, fiscal management, programs, community relationships, and the organization's strategic plan.



The Executive Director, as the organization's Chief Executive Officer, oversees the growth, and development of strong, effective programs, finances, fundraising and clinical operations while maximizing Culmore Clinic's resources to the greatest benefit of its constituents.

The Executive Director also supports the organization's Board of Directors, a working board that is actively involved in fundraising and strategy.

The Executive Director provides innovative strategies and tactics to ensure a valuable, viable, and sustainable organization.

Key duties include governance, fundraising, communications, outreach, assessing community needs, managing strategic partnerships, and asset management.

SCOPE OF RESPONSIBILITY

The organization consists of a seven person staff: Clinical Director, Patient Services Manager, Operations Manager, Patient Navigator, Nurse Practitioner, two nurses and 69 volunteers including a prayer ministry coordinator, interpreter manager and counseling manager. Administrative services such as grant writing, public relations and bookkeeping are provided by contractors. Overall volunteers provide over 4,894 volunteer service hours.

ROLE OF THE EXECUTIVE DIRECTOR

The Executive Director provides leadership for all aspects of the organization's operations, including fundraising, marketing, communications, fiscal management, staffing, volunteer management, licensing, accreditation, public relations, and strategic planning.

The Executive Director leads the implementation of the Clinic's strategic goals and objectives. Monitors community needs and market dynamics and adjusts operational priorities to best serve patients.

The Executive Director plans for adequate medical resources to meet the needs of the patient population on-site and through referrals for specialty care and vendor pro-bono services.

The Executive Director works with the Board of Directors to ensure best practices in organizational governance.

DESIRABLE LEADERSHIP ATTRIBUTES

Culmore Clinic requires a creative and energetic leader who perpetually exudes and communicates a genuine caring and enthusiasm for the mission of the organization with the ability to motivate, inspire, and instill confidence across a broad range of cultures, constituencies, and staff.

Serving as the public face of the organization, the Executive Director must be outgoing and able to maintain a regular visible presence with internal and external stakeholders.



The Executive Director must possess a combination of service orientation and business acumen to be a visionary catalyst creating excitement and energy for the future of Culmore Clinic and the role it plays in the community.

The ideal candidate for the position of Executive Director will have a demonstrated acumen in collaboration and will possess an entrepreneurial spirit, the capacity for strategic thinking, and the ability to mobilize support for the organization's mission and programs.

PROFESSIONAL QUALIFICATIONS

The successful candidate will possess a track record of organizational, clinical, programmatic, and financial leadership with at least a seven-to-ten-year track record of increasing management responsibility in the non-profit sector.

The successful candidate will have leadership experience in a health care clinical provider organization. Experience with resource scarce communities is vital.

Public speaking, presentation, written communication, and relationship building skills are essential.

A working knowledge of Spanish would be useful.

EDUCATION

A graduate degree in a related field such as management, public health, clinical or equivalent experience.

COMPENSATION

The Executive Director receives a base salary that is competitive with industry norms, and a benefits package.

APPLICANTS SHOULD SUBMIT A RESUME TO

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Culmore Clinic is an Equal Opportunity Employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, military, veteran status, or any other characteristic protected by applicable law.

CULMORE CLINIC-CARE FOR ALL