

The Executive Director provides leadership, management, and vision for a full-service, multi-faceted health clinic. Responsibilities include hands-on oversight of daily operations, staff, facilities maintenance, fundraising, legal compliance and administrative record keeping. Reporting directly to the Board of Directors, the Executive Director delivers regular reports on the key activities of the clinic, including budget control and human resource management. The Executive Director also provides input relating to the mission and vision of the organization and drives efforts for executing organizational strategic plans.

Requirements:

- Bachelor's degree in health care or business management or similar (MBA or MHA preferred) or equivalent level of executive level management.
- 5+ years of experience leading and managing multi-site operations for direct care, clinic-based businesses, or equivalent level of experience in related fields.
- Proven expertise in provider-based operations (multi-site facility experience preferred).
- Documented success of working with disparate teams from varied cultures to create a sustainable operation.
- Strong computer and analytical skills with demonstrated experience in budget creation and execution
- Excellent written and verbal communication skills.
- Strong project management skills
- Exceptional interpersonal skills and judgment in dealing with board members, key partners, staff, and clients.
- Strong levels of empathy, patience, and fortitude.

Specific Responsibilities:

- Plan, organize, direct, and implement all administrative and program operations.
- Profit & Loss management and meticulous financial record keeping.
- Oversight of legal compliance, ensuring all activities of the non-profit clinic comply with relevant state and federal regulations.
- Serve as the primary liaison with the Board, ensuring strong relationships with Board members to leverage available Board' members strengths to support the organization.
- Human Resource management of Clinic personnel
- Serve as the organization's principal representative and spokesperson within the local community.
- Network and partner with other leaders to drive ongoing process improvements to enhance clinical outcomes, client satisfaction, employee satisfaction and cost efficiency.
- Maintain knowledge of current trends in the field of medical, dental, and behavioral healthcare and quality improvement.
- Promote effective and open communications within the clinic, to the Board, and in the community.
- Execute regular staff and management meetings to ensure all employees are aligned with organizational strategic plans and initiatives.

Salary Range: \$75,000-90,000 plus incentive bonus

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