



EXECUTIVE DIRECTOR

Catoctin Foundation – Loudoun Free Clinic

Reports To: Chair of the Catoctin Foundation Board of Directors

Status: Full-Time, Salaried

FLSA Designation: Exempt

Compensation: Depending on experience

Benefits: Health, dental, and vision insurance, paid time off, 401(k)

Work Location: Leesburg, Virginia

Are you excited to help under-served people in the community?

If so, this may be a great opportunity for you! As Executive Director of the Loudoun Free Clinic (LFC), you'll lead a dynamic, well-qualified team of professionals and volunteers who share the common goal of ensuring low-income, un-insured residents of Loudoun County have access to comprehensive primary and specialty health care. If you share our calling to help our neighbors get the high-quality preventive and responsive medical services they need and deserve, you have experience managing teams, operations, and fundraising initiatives, and thrive in a fast-paced, culturally diverse environment, this position could be exactly what you're looking for!

OUR CLINIC

Access to high-quality health care is essential to everyone, no matter their circumstances. Many of our neighbors cannot afford to pay for all the food, housing, medical care, and other critical needs they have, may not be able to take time off work to see a doctor, or face other barriers to attending to their health. LFC helps address these issues by providing free primary and specialty care services to all eligible Loudoun County residents, empowering them to take greater control of their lives.

THE OPPORTUNITY

This is an opportunity to run an organization that makes a major impact on people's lives and on the community.. In addition, LFC offers a **competitive salary** and **comprehensive benefits**, including **health, dental, and vision insurance, paid time off**, and a **401(k) program**. The environment is dynamic, exciting, and fast-paced, and you'll enjoy a high degree of independence in operating the clinic. You'll also be integrally involved in forming and implementing our strategic direction



YOUR QUALIFICATIONS

Minimum Requirements

To be successful as Executive Director of LFC, you'll need at least the following education and experience:

- Bachelor's Degree
- At least five years of experience managing people to successfully deliver expected results, through teams comprising staff and/or volunteers with diverse backgrounds performing different functions.
- Exposure to the principles and techniques of large-scale fundraising (e.g., soliciting corporate sponsors and major donors, event planning) through hands-on experience, training, or a combination thereof.
- Two years managing business finances such as developing and managing a budget, reporting, ensuring policy compliance, coordinating audits, etc.

Preferred Criteria

While not required, a Bachelor's Degree (or higher) in Health Care Administration and/or experience managing outpatient clinical operations (clinics, physician practices, etc.) is helpful in performing the job functions.

SAMPLE RESPONSIBILITIES

Examples representative of your responsibilities as LFC Executive Director include:

- **Clinic Fundraising**
 - Work with development staff to design and execute individual donor campaigns
 - Retain and expand contributions from current major donors and sponsors
 - Identify prospects, develop "pitches," lead meetings, etc. to secure new donors/sources of income
 - Conceptualize, plan, and carry out special fundraising events with board support
- **Community Engagement**
 - Develop and issue press releases to keep the public informed and engaged
 - Serve the primary clinic point of contact for media interviews, profiles, etc.
 - Identify, organize, participate in, and/or present at high visibility community events
 - Design and implement strategies to communicate services to eligible populations
- **Administration**
 - Maintain clinic accreditation, as well as professional, business, and other licenses
 - Prepare and submit required government, stakeholder, grantor, and other reports
 - Lead and/or coordinate the procurement process for necessary equipment and capital
 - Prepare and present monthly reports to the Board of Directors
- **Stakeholder Relations**
 - Maintain strong relationships with key industry associations and partners
 - Represent and advocate on behalf of LFC to local and state government representatives
 - Develop partnerships benefitting the clinic and its current and prospective patients



- Network and collaborate with other non-profit and government service providers
- **Strategic Planning**
 - Manage implementation of and meet objectives in the clinic’s existing strategic plan
 - Resolve or escalate, with recommended resolutions, strategic issues and risks
 - Monitor demographic, economic, health, and other relevant community trends
 - Participate in workshops, meetings, etc. to update the strategic plan, as needed
- **Financial Management**
 - Lead development of the annual budget for board approval
 - Monitor the budget, forecast, analyze, and proactively address variances, etc.
 - Make purchasing decisions in alignment with the budget and clinic policies
 - Coordinate and support LFC’s participation in annual financial audits
- **Workforce Management**
 - Identify staffing needs, develop fill strategies, and make sound hiring decisions
 - Manage assigned staff through feedback, evaluations, rewards, corrective actions, etc.
 - Assure staff and volunteers receive continuous professional development
 - Monitor and improve staff and volunteer commitment, morale, and job satisfaction
- **Clinic Operations**
 - Ensure operational efficiency and high standards of service quality
 - Identify opportunities, design and implement improvements, etc.
 - Employ data analytics to monitor and manage clinic operations
 - Develop and expand upon volunteer medical provider relationships

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

You’ll need to be able to demonstrate, at a minimum, the following competencies. LFC may also evaluate candidates for additional knowledge, skills, and abilities in resume reviews, interviews, etc.

- **Making “The Ask”**

Ability and willingness to assertively ask stakeholders, existing and prospective donors, etc. for what the clinic needs
- **Communication**

Skills to clearly convey complex information, verbally and in writing, to instruct, inform, influence, etc.
- **Professional Networking**

Ability to identify potentially productive contacts and confidently interact to develop relationships
- **Organization and Discipline**

Ability to prioritize, execute, and manage simultaneous tasks, and self-motivate to meet deadlines
- **Strategic Thinking**

Ability to think “big picture,” identifying needs, conditions, etc., and develop creative solutions
- **Financial Management**



Knowledge of budget development and management, forecasting, and reading financial reports

- **Problem-solving**
Ability to use reason and logic to identify and assess variables, and define and select from options
- **Independent Judgment**
Ability to make sound, timely decisions on a range of impactful issues, with little or no guidance
- **People Management**
Ability to provide effective direction to and oversight of staff, and resolve issues and conflicts
- **Team Leadership**
Ability to build, motivate, guide, etc. teams, often comprising members with varying roles, skills, etc.
- **Cultural Awareness**
Ability to recognize and interact appropriately to people diverse backgrounds and life experiences.
- **Customer Service**
Ability to relate and respond to patients' needs and circumstances with respect and compassion
- **Business Management**
Applied knowledge of the principles involved in running a sustainable, cost-effective organization
- **Data Analysis**
Applied knowledge of basic methods used to compile, process, analyze, and interpret data
- **Information Technology**
Skills to use MS Office for medium complexity tasks, and quickly learn data management applications

ADDITIONAL INFORMATION

- As Executive Director, you'll be working on-site at the clinic facility in Leesburg, Virginia. However, since the job includes significant fundraising, networking, and relationship-building, you're also expected to go off-site to visit stakeholders, attend community events (some of which may be after normal work hours or on weekends), etc. **You must have ready access to a reliable vehicle.**
- This job requires sitting, using hands, stooping, kneeling, crouching, talking and hearing, seeing close objectives, recognizing colors, adjusting focus, etc., and to lift and/or move up to ten pounds. LFC may make reasonable accommodations, in accordance with applicable laws and regulations, to enable individuals with disabilities to perform essential functions.

HOW TO APPLY

Please send a cover letter and resume to Ashley Hunnicutt at ahunnicutt@loudounfreeclinic.com, with a copy to info@snowflakellc.com. You may send questions to these e-mail addresses as well.

LFC is an equal opportunity employer.